**Online Learning Committee**

Minutes, 11/21/19

Present: Claudette Dupee, Dianne Fallon, Lisa Murphy, Steve Paulone, Doreen Rogan, Maureen Simmons, Amber Tatnall

Absent: Jason Arey, Eric Bourque, Danielle Ebbrecht

Approval of the minutes from October 2019: Motion to approve with edits, Fallon; second Dupee.

* Edits: Claudette was present.

Approval of the agenda: Motion to approve, Tatnall; second Simmons

1. Review draft letter to Pilot Project participants: motion to approve with edits, Fallon; second Dupee.
* Edits: Add a line after the list of suggested professional development activities and before the thank you. “We will make an effort to offer training opportunities on the suggested topics over the coming year.”
1. Presentation to College Council for December
* Lisa will craft a quick 5-slide assessment report for the Online Learning Committee’s mid-year report-out at the December meeting.
* Doreen will send in an Agenda Item Request.
1. OSCQR-informed professional development breakout sessions:
2. Gradebook (Maureen)
3. Making introductory videos (Dianne & Maureen)
4. Best practices in online course design (Doreen)
5. Instructor presence/Building class community (Steve)
6. Brightspace & Assessment (Amber) (All faculty?)
7. Online Design Standards from reformatted: what do we think?
* Add Comments/Action plan column

Motion to approve to adopt and send to system, Paulone; second Dupee.

Motion to award a Badge of Awesomeness to Mo. Paulone, second Rogan. ☺

Discussion for department chair meeting: the OLC has developed this tool and recommends that DCs use it with their faculty.

Seek buy-in up front: DCs should develop and document the process since they are using it.

1. Update on System Online Pedagogy team (Steve)
* Group is refining the QTIP while maintaining local autonomy.
* Struggling to keep the tool pedagogical vs. design-oriented.
* Shooting for no more than “10 global concepts”

Dianne suggests we do a local version in January.

1. NECHE update

Only comment re: online learning was lack of required faculty training.

Discussion ensued over challenges of required training and last-minute hires. Doreen thinks we should move forward and “develop to the ideal”.

Steve recommends firming up standards for online teaching first, then provide training afterwards.

1. Preparing to re-administer the Quality Scorecard

Scheduled for Spring 2020