**Online Learning Committee**

**Meeting Minutes for 4/18/19**

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

Approval of Minutes from April 2019 – Moe made a motion to accept, Steve seconded – all approved.

Review of Agenda – Amber made a motion to accept, Lisa seconded – all approved.

New Business:

1. Data, data, data…

The committee reviewed and discussed data regarding online ed in the following categories:

* 1. students who take at least 1 online course in a semester
	2. matriculated students who take courses fully online
	3. sections of courses online
	4. possible approach to budgeting online as a department for growth and reinvestment
	5. student success comparisons

The Committee would also like a break out of the 7 and 2 week terms regarding student success and would like a report that looked at D, W/D and A/Fs of online students compared with f2f students.

The various data reports, reviewed and requested, will become part of our annual report.

1. Online Course Design Checklist –

The Committee began the discussion with a proposal to pilot the use of the Open SUNY (OSCQR) Course Design Review form with volunteers over the summer to evaluate the usability of the checklist at YCCC. This would allow us to use the checklist, and collect and review feedback on it in the fall for the purpose of informing any adaptation needed to the checklist before adopting it, or a version of it, beginning in the spring of 2020. The committee agreed to include the implementation of the checklist with new online instructors as well. **A motion was made by Dianne to “pilot the use of the original OSCQR checklist to collect information about its usability through volunteers and new online instructors over the summer” Amber seconded the motion, all approved.**

The Committee continued to discuss how we would implement the pilot project. The Committee will seek to review six of the highest enrolled courses. We will send an email to all faculty and adjunct faculty teaching these online courses and ask for volunteers to review and to have their course reviewed using this tool. The instructor whose course is part of this pilot will be paid a stipend of a $200 for participating in the project and the reviewer will also receive the same stipend for their participation.

1. Review Strategic Plan Objectives and Measures for Online Ed

The progress on the portion of the Strategic Plan for Academic Affairs that is specific to online ed was passed out and briefly discussed.

1. Next year’s committee make-up – everyone in attendance was willing to serve again next year (yay! Thank you)