**Online Learning Committee**

Minutes

10/17/19

**Meeting called to order at 1:10**

**Present:** Danielle Ebbrecht, Dianne Fallon, Lisa Murphy, Steve Paulone, Maureen Simmons, Amber Tatnall

**Absent:** Jason Arey, Eric Bourque, Doreen Rogan

1. **Approval of Minutes from September 2019**

Motion to approve with edits. MS, SP. Approved unanimously.

1. **Review of Agenda**

Motion to approve: SP; CD. Approved unanimously.

1. **Continue Discussion of OSCQR pilot project**

Lisa presented her list of suggested training opportunities gleaned from the results and responses to the survey from the pilot study. The committee decided to focus on these questions first:

* **What should we be doing with the results?**
* **Do the results show a need for professional development opportunities**

Dianne suggests we select three items on the list to prioritize trainings.

The committee identified the following priorities for future professional development.

* LM: videos for course navigation, orientation, etc. (esp. with the embedded video of instructor and screencast of Brightspace). Something simple that could be done from home.
* DE, DF: class community building.
* AT, MS, LM: “new stuff” (like virtual classroom and other fun tools): Power up!
* DF: well-designed gradebook (not just for fully online classes) and the different (pedagogical) ways to use it.
* SP: best practices for online course design. (via model courses, etc.).

Claudette asked if support staff could attend these trainings. Discussion ensued. We probably need to re-evaluate the purpose of professional development and refer up the chain (Doreen).

Assess this whole process above. (Amber) Results informed edits to the checklist; will also impact professional development.

* **How can we best share results with the participants? Others?**

Lisa to draft a letter to everyone who participated in the study and share results with them.

DF: presentation at College Council? Motion to share the results of the study with College Council (Nov. 5) as an agenda item: MS: DE, unanimous.

* **How can we institutionalize this form and process?**
  + **How can we begin using this with new online instructors?**

SP: should we make it a requirement? DF: where does it start? With the department chair? With Academic Affairs? LM suggests it may be the same process as the syllabus checklist. Department chairs prior to beginning of the semester.

What about at New Adjunct Faculty orientation? DF suggests not. Kind of too late by that point.

Goal of having a central place online where pieces of the Online Handbook are available...Online Instructor Resources on the virtual pages.

**Committee suggestion to the Academic Dean**: Course Design Review Checklist should be given at beginning of semester to new faculty by department chair. The checklist could then be used later in the semester (4-6 weeks in) to give feedback on the course.

For evaluation purposes, LM referred to the system-level teaching best practices tool (that is still being worked on). Quality Course Teaching and Instructional Practice (QTIP). Discussion ensued regarding feedback vs. evaluation... overlap/redundancy between OSCQR and QTIP, but also different purpose. Also using two different checklists seems awkward/unfair?

LM/SP: concern that OSCQR doesn’t address teaching, only design. Discussion unresolved.

These items tabled due to lack of time:

* + ~~How can we use it with current courses?~~

1. ~~Update on System Online Pedagogy team~~

* ~~YC’s team is going to recommend using the QTIP as the primary document. (YCCC team = Doreen, Lisa, Steve)~~

1. ~~Brightspace training~~

* ~~Two session coming up that Moe will attend and others from the team are welcome to join in.~~
* ~~What should Brightspace trainings look like for the rest of the AY?~~
  + ~~Session where people share what has worked for them? Are we far enough along for this?~~
  + ~~Showcase courses that are excellent (including the design checklist)?~~
  + ~~January Professional Development Session?~~

1. ~~NECHE – only one concern listed by the NECHE team regarding online ed! (I thought that was awesome – yay team!!!)~~ 
   1. ~~The concern they mentioned was not requiring training for online teaching. How should we address this moving forward?~~

LM; CD motion to adjourn at 2:03 p.m.

Next meeting: November 21, 2019 at 1:00 p.m. in the Hussey Seating Conference Room.