**Online Learning Committee**

**Meeting Minutes from 3/21/19**

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

Approval of Minutes from November 2018, Amber made a motion, Maureen seconded, all approved

Review of Agenda – the agenda was reorganized, then approved.

New Business:

1. Handbook items to review and approve:
   1. #1 Mission Statement finalize:
      1. The proposed mission statement was reviewed. Amber made a motion to pass it, Dianne seconded and **all approved**.
   2. #24 Learning Support Available in Courses:
      1. The proposed language for Academic Support Services was reviewed and Maureen made a motion to accept with edits, Jason seconded and **all approved**.
2. MELMAC funds available for professional development & online course review
   1. Discussed the remaining professional development opportunities through the Online Learning Consortium and that Amber and Doreen would be attended the OLC National Innovate Conference.
   2. Discussed the potential to review a few more ‘model’ courses using the college’s current Course Quality Checklist. Steve has two courses (FIN115 and BUS113) ready for review, Lisa (PSY101) and Dianne (HUM201) and Amber (HUM101) offered to have their courses reviewed.
3. Online Course Quality Checklist
   1. The committee reviewed the latest draft of the OSCQR and suggested edits to make the document work for our college. Edits are to be made and sent out to the committee for a closer look and possibly testing it with our own courses to get a better feel for its viability. Discussion will continue at the April meeting.