**Online Learning Committee**

Minutes, 9/19/19

Approved 10/17/19 with minor edits

Meeting called to order at 1:00

**Present:** Jason Arey, Eric Bourque, Danielle Ebbrecht, Dianne Fallon, Lisa Murphy, Steve Paulone, Doreen Rogan, Maureen Simmons, Amber Tatnall

**Absent:** Claudette Dupee

Approval of the minutes from April 2019: SP motion to approve; MS second.

Approval of the Agenda, with edits

New Business:

1. Election of chair

Doreen Rogan agreed to continue on as chair. Amber volunteered to take notes.

1. Review work plan for the year
	1. Committee agreed to keep the following items on our work plan:
		1. Complete online education policy handbook, with assistance from Stefanie Bourque
		2. Wrap up OSCQR Pilot project
		3. In collaboration with the system, develop online teaching best practices, to include an online teaching handbook
		4. Develop a procedure of reviewing online courses before semester start.
		5. Re-administer and review the Quality Scorecard, Spring 2020.
2. Discuss OSCQR pilot project
	1. Lisa Murphy presented her analysis of the results of the project, sharing raw data and charts, and a list of areas where further training is indicated. Lisa will bring the list to the next meeting for further discussion and decisions.
	2. The committee agreed to share the results with study participants, but did not discuss specifics.
	3. A brief discussion ensued on how we will use the checklist in future. Discussion will continue at next meeting.
3. Meeting with CMCC faculty
	1. Doreen outlined the Brightspace showcase meeting planned for Friday, September 20 with visiting faculty from CMCC.
4. Brightspace
	1. Some general discussion of Brightspace, including the need for more training and how we might do that (brownbag lunches, model courses, online showcase, professional development)
	2. There is a plan to survey both students and faculty at the end of the semester to see what they liked and didn’t like.
	3. Doreen shared that we have some further traning/service options in our Brightspace contract. A decision will need to be made on what option to choose (need details here; not clear on who will be making that decision: system or committee or dean?)