Academic Senate
College of the Siskiyous
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Academic Senate Executive Meeting Minutes

November 7, 2017 (Convened at 8:08am) in DLC Rm #8

Attendees: Chris Vancil (President), Bill Hirt (Vice President), Andrea Craddock (Secretary), Ed Kephart (At Large), and Sean Kenny (At Large)

A. *Discussion Items / Action Items*

❖ Distance Learning (DL) committee is in the process of examining the Online Education Initiative (OEI) Rubric to guide the DL Committee's development of COS Online Course Standards, Online Instructor/Course Evaluations, and Online Student Survey

❖ Maria Fernandez from the DL committee has asked the Senate Exec to recommend to the Academic Senate adopting @One's "Standards for Quality Online Teaching" document as COS Best Practices for the Online Environment (Item will be referenced in the DL Handbook)

➢ The DL committee is considering proposing that instructors must submit their online courses 2 to 4 weeks prior to the start of class to insure all standards are met

➢ The Senate Exec went through each of the standards in the document and made a notation if there were questions or issues regarding certain requirements

1. Standard 1, Point 3 – The instructor incorporates a variety of tools that meet the various learning needs of his/her students.
   a. Does this apply to individual assignments/tests or to the course as a whole?

2. Standard 2, Point 2 – The instructor uses a variety of tools for communicating with students, delivering content, assessing student learning, and *analyzing effective teaching*
   a. How would you analyze effective teaching?

3. Standard 3, Points 2 & 3 – The instructor promotes active learning through collaborative activities; The instructor facilitates and monitors appropriate student-student interactions
   a. Do these standards require that you do discussions in your online courses?

4. *Standard 6, Point 2* – The instructor includes accessible material, including multi-media
    a. Do you have to incorporate movies/videos in your online course?
5. *Standard 8; Point 1* – The instructor uses course tools and tracking data to monitor student participation and performance
    a. How will DL assess this aspect if they examine online courses prior to them being taught?
6. *Standard 9; Point 1* – The instructor attends workshops and/or conferences to stay current in distance education trends, theories, and tools
    a. Will COS provide opportunities for DL workshops to fulfill this standard?
7. Maria should clarify to the Senate if this document is approved, when it be implemented?
    a. Also, how will DL committee evaluate an online course to see if it meets standards?
    b. Chris will meet with Maria to discuss these issues.

❖ *Adjournment* at 9am