

DL Committee Meeting Minutes

11/17/2016

2-3pm, DLC 4

Members Present: Alison Varty, Anne-Marie Kuhlemann, Patrice Thatcher, Jude Baldwin, Maria Fernandez, Ben Harris, Todd Scott

Not Present: Jim Gilmore, Jenny Heath

Action Items

1. Committee approved minutes from the previous meeting. Anne-Marie to post on DL webpage.
2. Committee discussed CC DE language from Curricunet, discussed proctoring requirements and language, and suggested additional revisions to the template.
3. Dr. Scott emphasized that instructors must provide pedagogical justification for requiring proctored exams for fully online courses.
4. Maria to make revisions and send out new draft for approval at next meeting.

Discussion

1. Discussion of the definition of DE course modes: online, hybrid, web-enhanced, and F2F.
2. Maria handed out results of committee member research on these modes, and they were discussed. The committee arrived at a definition of online course.
 - a. An **online course** is delivered fully online with no physical requirements or on-campus meetings. However, some online courses may require tests and assessments to be taken on campus, or at an approved proctoring center near the student's home. Please read the course description in the schedule carefully (this last sentence would be for student web page area).
3. Anne-Marie made note of the problem of adequate on-campus Canvas tech support. Ben Harris's time is split between various tech responsibilities, and he is not always immediately available.