

## **DL Committee Meeting Minutes**

2/1/2017, 2-3pm, DLC 4

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

Not Present: Alison Varty,

### **Action Items**

1. Committee approved minutes from the previous meeting. Anne-Marie to post on DL webpage.
2. Motion to approve goals: Anne-Marie; second: Jude B.
  - a. Committee unanimously approved DE goals for spring 2017:
    - i. Develop recommended online course evaluation tool.
    - ii. Develop recommended online course quality standards.
    - iii. Determine recommended training requirements for online instructors.
  - b. The committee discussed researching an online student survey tool.
  - c. The committee discussed once again the need for an online instructor absence policy, and recommended that the Instruction office in consultation with the FA develop a clear absence policy that reflects these new definitions. Canvas has excellent reporting functions for student interactions and teacher activity. Maria to follow up.

### **Discussion**

1. Anne-Marie presented information about our participation in the Chancellor's Office DE Student Satisfaction Survey. Ben will be the lead on providing the random sample of students for the survey. Information to follow.
2. Anne-Marie presented information about the mandatory DE Institutional Survey for 2014-16. This survey will require more extensive participation from selected campus groups. Anne-Marie, Ben, and Maria will meet to determine what the survey needs will be and who will be the responsible agents. The report is due in March 2017.
3. The committee discussed the DE handbook. Spring goals will feed directly into the Handbook. The handbook will live in searchable PDF form until it can be transferred to its home in the new Luminis platform.
4. Maria presented information on the Quest Online Readiness course from the OEI. COS will implement this course in late spring. Maria is the designated

Readiness Lead; Anne-Marie and Ben are the LMS admins who will work with Katie Winter and Anita Crawley to get the course into our Canvas platform.

5. Maria clarified Anne-Marie as the designated SPOC for DE information from the Chancellor's Office.
6. Adjourn.