

## **DL Committee Meeting Minutes**

2/16/2017, 11-12pm, DLC 1

Members Present: Todd Scott, Anne-Marie Kuhleman, Patrice Thatcher, Maria Fernandez, Alison Varty

Not Present: Ben Harris, Jude Baldwin

### **Action Items**

1. Committee approved minutes from the previous meeting. Anne-Marie to post on DL webpage.

### **Discussion**

1. Institutional Distance Education Survey 2014-16 Update provided by A. Kuhlemann. Areas of the survey that require input from other campus areas have been identified and delegated. Follow up in these areas will be necessary to meet reporting timelines.
2. Work on spring 2017 DL goals: Training Requirements
  - a. Online training requirements have been established by AP 4105. This AP was approved by the Senate in the Fall of 2016 , and establishes the following to be completed before the course commences:
    - i. LMS training
    - ii. Online course pedagogy
  - b. The committee discussed what currently exists at COS. Instructors can complete a self-paced Intro to Canvas course, or they can enroll in a facilitated @One course for free with a COS enrollment code. This fulfills the LMS training requirement, and currently instructors must meet established deadlines in order to be eligible for Summer/Fall/Spring.
  - c. The committee then discussed online course pedagogy.
    - i. 20 hours, online course, covering course design best practices and accessibility. Possibility for F2F course as well.
    - ii. Maria and Alison will explore CC materials, and in general, the committee felt it could build an in-house course by the end of the spring semester.
    - iii. The committee recommended that anyone hired at COS after Fall 2017, to teach online or hybrid courses, should have LMS and pedagogy training already completed.
    - iv. Pedagogy training for all other faculty will occur within an agreed upon grace period.
    - v. Maria will work with FA and Dr. Scott to work out details of compensation for faculty who fall into the "grace" period group, as well as any necessary contract language additions for DE instructors.
3. Adjourn