Committee Members Present:

<table>
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<tr>
<th>Anne Seitsinger</th>
<th>Arthur Mead</th>
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<tr>
<td>David Porter</td>
<td>Laura Beauvais</td>
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<td>Jill Doerner</td>
<td>Kathleen Torrens</td>
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<td>Diane Goldsmith</td>
<td>Vince Petronio</td>
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Guests:  Mike Motta, Joannah Portman-Daley, and Justine Egan

1. Minutes approved from November 14, 2014 meeting.

2. Update on the Sakai RFP – Mike Motta
   Mike Motta reported that the RFP is now at state purchasing. It has moved to the second level of approval, but no one could tell us how many levels of approval there are nor when it would be posted.

3. Update on Grade Update process
   The committee discussed the process that will allow faculty to take their grades from Sakai and upload them into PeopleSoft. There was a discussion had about how to best inform faculty. The committee provided feedback to the draft document. The new document incorporating that feedback will be sent to the LSD committee and Jack Humphrey for their feedback. This process will be tested for J-term 2015 and become widely available come Spring 2015. The committee suggested that J-term faculty who use the process be surveyed about what works and what doesn’t. They also suggested 2 videos or screen captures detailing directions for faculty: 1 for Mac users and 1 for Windows.

   The committee asked why students’ names are alphabetized in ecampus and Sakai differently. This makes life difficult for faculty. Diane said she would bring this issue to Jack Humphrey and LSD to see if they could make alphabetizations match.

4. Update on Qualifying Faculty
   In response to the NEASC standards on Distance Education which are similar to those used by RI’s Board of Education, the Office of Online Education is adopting the guidelines passed by the Joint Committee on Online and Distance Education for a variety of methods to ensure our faculty teaching online are “qualified” to do so. Those methods are outlined in the document and will be on the website.

   Kathleen and Joannah discussed the revised faculty training options, involving a change in how the trainings are offered as well as shortening how long they take. Kathleen pointed out the name change from Online Teaching Fellows Part 1 (OLTF 1) to Online Pedagogy 1 (OP1) and OLTF 2 to Online Pedagogy 2 (OP2). She also mentioned that OP 1 will be shortened to 3 weeks in comparison to the previous 5 weeks, allowing for less lag time and quicker process for faculty (more offerings can be made available, 3-4 times a semester). OP
2 will be shortened and self-paced, not tied to deadlines/discussions like OP 1. Kathleen discussed the other methods individuals can use to demonstrate competency in online learning pedagogy and design. Joannah noted that the Office of Online Education has an open Sakai site for Quality Matters checklists. Faculty can use these checklists to review their course design prior to submission.

The committee discussed how to get faculty to do these trainings. Kathleen and Joannah are meeting with department chairs and disseminating information to faculty as needed per department. Committee suggestions included getting the trainings required at the departmental level and incorporating it into new faculty orientation. The committee also suggested that all faculty take the Sakai competency course.

Another suggestion was to video-record OLTF (or OP) showcases so that if someone cannot attend they can view the showcase at a later date. Vince emphasized the use of more video-recording for the website for faculty access. It was suggested that instead of using screen-capture, streaming live or dual screen will make it more user friendly for those watching.

5. Update on Online Programs
   Dietetics passed faculty senate and is on the way to the Board of Governors and then NEASC.
   RN to BS is going to CAC in January.
   Cybersecurity is going to the grad council.
   GSLIS will go to NEASC as a program which is 50% or more online while it also goes through the URI approval processes for a new fully online program.
   TESOL is moving ahead and hoping to launch 9/16/16.
   New Calendar was approved by the Faculty Senate.

Update on New Office.
Signs on doors will be changed to reflect the new office name. Two new instructional development positions are in the works as well.

6. Online Student Orientation
Justine demonstrated the online student orientation Sakai site. The committee pointed out that this will save faculty time, especially for students who have never taken an online course. It was suggested to possibly incorporate it into the lessons tool (i.e. making it the first part of a course). Another suggestion was incorporating it into the Online Pedagogy 1 (OP1) or to make it public so that students can enroll themselves. After students have gone through it, getting feedback from them was suggested as well.