Joint Committee on Online and Distance Education
Minutes
November 7, 2012

Present
Jose Amador, Laura Beauvais, Andrew Bauerband, Diane Goldsmith, Renee Hobbs,
James Kinnie, Kimberly Meyert, Norbert Mundorf, Vincent Petronio, David Porter, Anne
Seitsinger, Kathleen Torrens.

Proposed Proctored Exam Policy: The committee discussed the proposed proctored
exam policy. There was some discussion about whether this policy had any impact on
how the library and/or the University should handle requests from students from other
universities for proctoring. We agreed to keep that issue separate. The committee voted
to approve the policy as is. Diane will work with Sheila and Peter as to next steps in
getting Faculty Senate approval. The suggestion was made that until such time as the
proposal was passed officially, a draft be on the new Online website as a “best practice.”

Teaching online as part of regular load: Diane described the policy as outlined by
Cliff Katz in which the department can choose whether to offer online courses through
the department or through CCE.
- Online courses taught by faculty as part of their regular load are taught as a
Kingston course and the credit for the enrollment goes to the department.
- Online courses taught by faculty as an overload, are offered through CCE.
  Credit for the enrollment goes to CCE. CCE’s budget pays for the instructor.
Laura indicated that this information has been sent out to the department chairs. She also
noted that while all online courses have a 200 code that is assumed to be CCE, Veronica
Walsh assigns the courses to the correct campus.

eCampus: The committee discussed the issues of students correctly identifying online
and blended classes when they register through eCampus. As of spring 2013, courses
will be identified as online or blended. Jack Humphrey suggested that the notes section in
eCampus could be used to inform students about schedules and events that might impact
their choosing the class – such as proctored exams, or how the course is blended. The
committee agreed to create a short “menu” of these items for faculty to choose from.
Diane agreed to start the list for the committee members to add to.

The committee suggested that chairs be informed of these issues as they are the ones who
can request the information from their faculty when they are creating the schedule.

New Website: The new URI Online website is under construction it focuses in providing
information to students about learning online and to instructors who teach online. Diane
has asked the committee to review the websites and provide feedback.
- in progress http://www.uri.edu/provost/online/
- course listings in progress: http://www.uri.edu/online/course_listing/
The committee suggested that sample syllabi be collected as well as sample courses for
the web site for both students and instructors.
Working with a Corporate Partner: The committee discussed the idea of working with a corporate partner to help the university create online programs. For comparison Diane noted that Quinnipiac University, which offers 6 masters programs and 2 certificates has an online office of 19 staff. The committee agreed that an external partner made sense. It is clear that this would need to be done through an RFP process and members of the committee agreed to participate in such a process.

Best Practices: Vince described how he has adapted the official policy allowing faculty to drop students who don’t attend classes for his online class.

His class had two assignments during the first week of class. One an introduction and one a graded assignment. His syllabus is clear that if they don’t participate in these two assignments, he will drop them from his class. In actuality he changes their status to “deny access” and sends them an email so in case there is real confusion on their part, he can “reinstate them” easily.

Vince was asked about “late adds.” He noted that he doesn’t accept new students after the first week as the research shows students are generally too far behind to catch up.

Diane noted that this policy had advantages in stopping financial aid fraud and in meeting other financial aid requirements.

The committee suggested collecting similar best practices for the web site.

Quality Matters: The contract for Quality Matters is in the attorney’s office waiting review. The Office of Online Education and the Online Teaching Fellows hope to use the QM rubric to provide guidance to faculty who want to ensure that their courses meet best practice standards.

Online Teaching Fellows: Currently 8 students are enrolled in the online teaching fellows. We hope to run a J term Online Fellows and allow adjuncts (with permission of their department) to enroll.

Sakai Issue: Vince suggested that faculty would like to be able to access student grades and work in Sakai after they graduated. Committee members had different experiences in whether they could still see students who have graduated. Committee members agreed to check past rosters before we contacted ITS.

IDEA: The committee discussed how student evaluations were set up. We also discussed whether the adaptive “lessons” tool in 2.9 could be set up so that students had to go to the survey before they could complete their class. Diane will discuss this with Brett.

Next Agenda
- Student Evaluations
- Strategic Plan of the Online Education Office

Next Meeting: Diane will have Lisa send out a Doodle Poll for a December meeting