Present:
Andrew Bauerband, Laura Beauvais, Katherine Boden, Diane Goldsmith, Jim Kinnie, Arthur Mead, Kimberly Meyert, Norbert Mundorf, Vince Petronio, David Porter, Kathleen Torrens

Proctored Exam Policy: The proctored exam policy has been referred to the Curriculum Affairs Committee. We also addressed some language changes to the draft language for students.

Scheduling finals: We agreed that the following should be sent to all online faculty and chairs at the beginning of the semester:

If your class requires students to complete a final either online or in a proctored situation in a specified time period during exam week, you must use the process for scheduling exams during Common Exam periods. This ensures that students who are taking both online and classroom-based courses do not have a time conflict.

- Requests for a scheduled proctored final exam should be submitted to the department when the exam change requests come from the enrollment management office or to the Kingston office.
- As soon as the exam is scheduled, faculty should make students aware of the time and date.

This does not apply to online courses if the exam is open for a period of time which reasonably allows students who might have other exams scheduled to complete it (e.g. a 24-48 hour period).

eCampus: menu of notes: We created the following options for instructor description of course. Instructors can select more than one option.

Online:
1. This course requires a proctored exam.
2. This course requires a face-to-face meeting(s).
3. This course requires an online synchronous meeting(s).
4. This course includes voluntary face-to-face
5. This course includes voluntary synchronous meetings.
6. This courses has no face-to-face meetings or proctored exams.
7. Contact your professor through email before the course begins for specific information.

Blended:
1. This course substitutes some face-to-face classes with online classes.
2. Please contact your professor through email before the course begins for the specific schedule.
New Online Website:

Kim and Andrew showed the website to the committee and asked for input. We are looking for this website to go live the beginning of next semester. Comments/suggestions about content are welcomed. The orientation is at: http://prezi.com/yrscoauasp5z/words/?kw=view-yrscoauasp5z&rc=ref-19765471 the website is at: http://www.uri.edu/provost/online/

Corporate Partner – Update: Diane met with the Provost and Chairs about using a partner for online degrees in library science, nursing and business. URI does not have the resources to move towards fully online degrees without a partner to take over some of the manpower.

Quality Matters: URI signed a contract to use Quality Matters. The next step is deciding how to use this membership. Ideas included webinars, just in time videos, day-long workshop, online self-paced training, and including it in the Online Teaching Fellow course.

Online Fellows: Fall 2012 Online Fellows had a good turn out. We only have a few people currently signed up for the J term, so please encourage faculty to go ahead and submit their applications if they plan to participate.

Spring FLINGS: These will be structured faculty led short Inquiry Groups. Faculty will apply to lead a group of other faculty to investigate a topic about online education. The leader will receive a small stipend for the work they do with the group, and at the end the group will be expected to present or hold a workshop on what they learned. We discussed on FLING on Blended Learning with a possible road trip to UMass Dartmouth which had a FIPSE grant to focus on improving their blended learning offerings. Another idea was a FLING on helping faculty use Quality Matters.

Maintaining faculty access to students in Sakai after they graduate: The LSD committee agreed with the priority of providing faculty access in Sakai to the grades and work of students who have graduated. We discussed how to handle access for faculty who are no longer employed at URI. The agreement was the department should have access to the Sakai courses, but there was no need for formerly employed faculty to have access.

Responding to Faculty Senate requests for input on online classes: If requested, we would be happy to develop a guidelines/rubric for online courses to the CAC, but we do not need to serve as consultants for acceptance of online courses.

Adding the University Calendar to Sakai Calendar: There was a request that ITS put the URI master calendar into a format so that major academic events could be imported into the Sakai calendar. We discussed that not all faculty use the tool as it is time consuming for instructors to add all their course deadline to the calendar unless they are “assignments” on Sakai.

Upcoming: Technology Symposium, March 20, 2013
If anyone would like to present or hold a demonstration on a technology they use for teaching, please contact Diane.