Joint Committee on Online and Distance Learning
October 22, 2014
1:00-2:30
Alumni Conference Room

Minutes

Present:

Members:

<table>
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<tr>
<th>Laura Beauvais</th>
<th>Arthur Mead</th>
<th>David Porter</th>
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<tr>
<td>Deborah Mongeau</td>
<td>Diane Goldsmith</td>
<td>Jill Doerner</td>
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<td>Kathleen Torrens</td>
<td>Vince Petronio</td>
<td>Megan Fair</td>
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Guests: Mike Motta, Joannah Portman-Daley, Susan Brand

1. Approval of Minutes of Sept. 19th meeting
   a. Approved by committee.

2. Update on Sakai RFP Process (Final RFP in Resources)
   a. Mike sent final RFP a few weeks ago. He is waiting on info about payment.
   b. Mike will draft a rubric for scoring and disseminate for review. Will be sent to three choices and posted generally. Selected vendors will be invited to campus to meet with faculty and staff.

3. Amended Policy on Faculty Training (document in resources)
   a. Diane explained that we revised the policy. It no longer includes CAC and now includes an 18-month window to allow faculty ample time to qualify themselves.
   b. The committee discussed last minute hires and how to qualify them quickly and whether or not departments should be hiring last minute faculty to teach online who couldn’t “test out” if they needed to.
   c. Policy was approved by the committee, with the removal of blended. It will go to Faculty Senate.
   d. Art suggested a deadline for faculty to submit courses for the test out option.

4. Resources for Captioning – request that the University enter into a contract for captioning services – requires budget
   a. The committee agreed that this service would be best outsourced to a transcription company. MTS is looking at a few services that can do this, as is Disability Services. The issue is money – who pays? Joannah will take the JCOL’s support back to the Commission of the Status of People with Disabilities and recommend that they make the request to the president.

5. Quality Matters URI Peer Review process
   a. The committee discussed details of this process in terms of how much time it would take, how many courses the individual will be expected to review, when the reviews would happen. Ideally, we would want a few reviewers in every college to develop a departmental/college mentor system.
   b. Vince suggested selling it to faculty who do this work already as actually getting paid for it, if they go through the peer review training.
c. Megan suggested including graduate students.

6. Faculty Senate no longer maintaining list of all approved online courses. Need a place to search for this.
   a. Vince offered to discuss this with Ken Sissons.

7. Update on grade uploads
   a. This feature will allow faculty to download from Sakai gradebook and upload directly ecampus. It wouldn’t be automatic, but they wouldn’t have to reenter.
   b. IT missed the initial deadline for this but promises to have it done by end of the semester.

8. Update on online programs
   a. Diane updated on the Masters in Dietetics, starting in July; Nursing RN to BSN also starting in July; Cybersecurity; Masters in TESOL; Masters in Library Sciences. All programs are in a variety of places in terms of approval.
   b. Working with the curriculum committee on 7 week calendar.

9. Training updates
   1. Sakai – 131 enrolled; 35 completed.
   2. Online Teaching Fellows – Most recent group only had 2 finishers. Faculty dropped out because they didn’t have enough time. The committee discussed alternative designs for OLTFF that might be conducive to faculty schedules.
   3. Accessibility Course – self-paced, need reviewers. Committee members should email Joannah if they would like to review it.

9. Policies on Deletions
   a. Brett and Steve proposed site deletions criteria.
   b. Committee doesn’t have any issue with the deletions but it sounds labor intensive.