

Education Technology Committee

Wednesday, September 11, 2013, 1:00 pm

Location: CHEM/PHYS Conference Room

In attendance: Beth Childress, Dean Earlix (invited), Ela Kaye Eley, Chad Guilliams, Thomas Murphy, Clifford Padgett, Stephen Primatic, Michael Tiemeyer

Absent: Pam Culberson (ex-officio)

Meeting Minutes

1. Approve minutes of August 7, 2013 meeting.

Minutes approved by acclamation. Committee agreed that for the rest of the academic year minutes will be approved via email and that if no corrections were sent by the member then approval of minutes is assumed.

2. Decide on the ETC priorities for the academic year. Suggestions from committee members so far:

- Ensuring better access to software and equipment to support online and blended learning.
- Getting AASU to have a repository of computer programs for online learning available to faculty. This could be done through the Office of Online and Blended Learning or ITS.
- Ensuring the quality of existing and new online courses (course design, instruction, compliance, etc.)
- Ensuring that there are clear guidelines for the evaluation of online courses.
- Investigating the status of the faculty committee for performing online course and program evaluations.

Additional items suggested by committee members:

- Provide web access to the classroom and lab upgrade schedule - Tom Murphy will ask Pam Culberson in ITS if this already exists or if it can be done via link off the ITS web pages
- Provide web access to the University and USG provided software license upgrade/renewal schedule (all software other than that purchased by individual departments), for example for Mathematica - Tom Murphy will ask Pam Culberson in ITS if this already exists or if it can be done via link off the ITS web pages
- Can access to the D2L module for generating general grade reports be provided, this would be useful for midterm grades and identifying students for early warning, would need to make sure that faculty using the tool knew the reports limitations - Tom Murphy will ask Annette Ramos in ITS if USG purchased this module and if Armstrong has it activated or turned off, if it is turned off can it be turned on
- Can the SHIP navigation efficiency be improved - Tom Murphy will seek guidance from Judy Ginter in Registrar's office on if this is possible and whom to work with on this

- Can SHIP be better integrated with D2L, for example when students drop a class in SHIP can this be reflected in the D2L class roll - Tom Murphy will seek guidance from Judy Ginter in Registrar's office and Annette Ramos in ITS on if this is possible and whom to work with on this
- Can records of advisement be incorporated into permanent student record in SHIP - Tom Murphy will seek guidance from Judy Ginter in Registrar's office and Annette Ramos in ITS on if this is possible and whom to work with on this
- Can the email aliases for faculty/staff be better tailored to the audience, for example, full time faculty get emails from HR to approve two week timecards - Tom Murphy will seek guidance from Pam Culberson in ITS on who to work with
- Compile a software usage list by department so faculty interested in new software or troubleshooting software know who else on campus is using it

Tom Murphy will send out the updated list of items to address by the committee for input on priorities.

3. Proposal to institute a competency-based assessment for faculty who wish to obtain e-Learning Faculty Status certification without having to take the eLFS course. The assessment would be administered through the Office of Online and Blended Learning. This was proposed by Dr. Dean Earlix and he would like have something in place by October 1, 2013. Dr. John Kraft indicated that this proposal would need ETC approval.

Should the proposal be a bill for the Faculty Senate and then University President to act on versus only needing ETC approval - Cliff Padgett will determine this by next meeting when the item comes up again

Due to the open status of the OLBL Director search, several members thought this should be delayed until the next meeting so the potential new director had input on it, if no new director has been hired by October, the committee will act on this as it cannot be put off. There is a scheduled Senate meeting October 21st so there would still be time to have a bill for Senate Consideration in October.

Can either Beth Childress or Steve Primatic who were on the search committee request an update of the status of the search Dr. Adams, has an offer been made (accepted).

The committee has concerns with potential compromising of the quality of online instruction if the competency assessment is not as thorough as the full eFLS course, for example there is not a demonstration of online teaching in the current proposal which several committee members thought should be. There were also several members who thought something like provisional status for new faculty or faculty who have not taught an online course would be a good idea. Full status would be conferred after teaching an online course and having the full course reviewed. There were also questions on where the competencies in the current proposal came from. Dean Earlix indicated they are from the past/current eFLS syllabus but was not sure on the development/approval process for them.

Dean Earlix indicated the OLBL department should have three members later this fall and hopefully four by spring which would make the workload of administering the competency assessment manageable.

By October 1, 2013, ETC members should provide Dean Earlix with feedback/suggestions on what the competencies for eFLS status should be and how to best assessment them. Dean Earlix and OLBL Director (if one had been hired by then) will incorporate these into an updated proposal to be addressed in the next meeting.

4. New Business

Committee is waiting on SGA to provide names for the undergraduate and graduate student representatives to serve on the committee.

Beth Childress asked about the status of the online course review process. Dean Earlix indicated that due to several logistical issues including Director of OLBL leaving and an assistant being out for medical leave, it has fallen into limbo. Courses that were supposed to be reviewed in spring were not reviewed and no course reviews are currently being done. This is one of the priorities for the new Director of OLBL to address.

A motion was made and approved by acclamation for the ETC committee to request that the Constitution and Bylaws Committee of the Faculty Senate amend the Bylaws to add an Ex officio member from the Office of Online and Blended Learning to its membership. In the meantime Tom Murphy indicated that the ETC meetings are open and an OLBL member is welcome to attend. Dean Earlix will be added to the ETC email list for meeting notices for this semester.

5. Decide on next meeting date.

Next meeting is scheduled for Wednesday October 9, 2013, 1:00 – 2:00 pm in the CHEM/PHYS Conference room.

Meeting adjourned at 1:50 PM

Respectfully submitted
Thomas Murphy