

ALC MEETING MINUTES

March 13, 2012

Membership

Members: Sandra Balkema, Paul Blake, Michael Bouthillier, Robert Buckingham, Cheryl Cluchey, Michael Cooper, Debra Cox, Brian Craig, Debra Curtiss, Deborah Dawson, Cambria DeHoag, Stephen Durst, Van Edgerton, David Frank, Sharon Hamel, Kim Hancock, Susan Hastings-Bishop, Joseph Karafa (chair), Gregory Key, Joe Lipar, Glen Okonoski, Tracy Powers, Piram Prakasam, Theresa Raglin, Steven Reifert, Randall Schroeder, Larry Schult, Todd Stanislav, David Steenstra, Deborah Thalner, Matthew Wagenheim, Kirk Weller, Trinity Williams, Helen Woodman, Jim Woolen, Gregory Zimmerman

AGENDA

1. Approval of Minutes from 2/28/2012 – Andy Karafa
2. Handbook of Services – Paul Blake
3. Plans for a Student Assessment of On-Line Learning – Deb Thalner
4. CAS On-Line Course management – Sandy Balkema & Andy Karafa
5. Open Forum
6. Updates from Colleges/Schools/Departments

Handouts: Plans for Student Readiness for Online Learning, Blackboard Learn Screenshots, Life Factors, Online Course Wait List Procedures Changes, Summer 2012 FFA contract changes to summer course offerings, Handbook of Services Draft

1. Approval of Minutes from 2/28/2011
 - ❖ Minutes approved
2. Handbook of Services – Paul Blake (And Summer Registration Changes)
 - ❖ Handouts: Handbook of Services Draft; Summer 2012 FFA Contract changes to summer course offerings.
 - ❖ Clarification document of routine vs. non-routine services provided by the Physical Plant.
 - ❖ Review and get back with any questions or clarifications.
 - ❖ Questions or feedback about summer registration?
 - ❖ On March 23, the 'B' courses (enrollment dependent) should be evaluated if not reached half cap to determine if it should or should not be cancelled.
 - ❖ Problem encountered: Holds for Fall snag up summer registration.
 - ❖ Problem encountered: Low enrollment because of summer's early registration dates and the separation of summer and fall registrations when in the past they occurred concurrently.
 - ❖ Should summer registration be extended? Think about it and let Paul Blake or Don Flickinger know.
3. Plans for a Student Assessment of On-Line Learning – Deb Thalner
 - ❖ Handouts: Plans for Student Readiness for Online Learning, Blackboard Learn Screenshots, Life Factors
 - ❖ Need for pre-assessment of students before they take an online class to determine if online class is right for them.
 - ❖ Pilot consists of two parts: Assignments in Blackboard to test proficiency and taking a long survey called SmarterMeasure for self-assessment of life factors that could interfere with online learning.

- ❖ Pilot pre-assessment should take at least an hour for Blackboard and SmarterMeasure.
 - ❖ Faculty are requested to encourage students to take the pilot assessment and give feedback.
 - ❖ Concern: web-enhanced courses should also have competency requirements
 - ❖ Concern: Might not be for graduate students, might be for more than fully online
 - ❖ Challenge: What is the return of investment? Does it help students be successful? How are we going to measure? What about the costs? Benefits to instructors?
 - ❖ Compliance is different than commitment. No tool can force a student to be committed.
 - ❖ Any other thoughts, please contact the EMAT Team, Paul Blake, or Mike Hughes
4. CAS On-Line Course management – Sandy Balkema & Andy Karafa
- ❖ Having waitlists for all online courses controlled by CPTS made it difficult for Big Rapids campus students to register effectively.
 - ❖ A couple sections of online courses have been kept for Big Rapids campus students and will be controlled by the department, not CPTS.
 - ❖ Waitlists will be eliminated and students will be able to self-register in most cases if courses still have seats available.
 - ❖ Advisors (not students) should call department offices to get their advisees registered for reserved online courses.
5. Open Forum
- ❖ Culture change: collaboration is the important ingredient for culture change
 - ❖ Are we going to try to serve students who need or want to complete a degree at night, not necessarily just online? How?
 - ❖ Employers want to send their workers back to school, but we cannot serve them because we have limited nighttime classes and programs.
 - ❖ Baker College is offering degrees that used to be only available at Ferris, with the added benefit of being at night or online. They are aggressively pursuing students' needs.
6. Updates from Colleges/Schools/Departments
- ❖ As of the end of Summer, Recreation Management program is not accepting new students and will be closing. A Recreation Management minor will be offered.
 - ❖ Academic Advising Seminar this Thursday. Issues with emotional or difficult students.
 - ❖ International Festival moved to IRC on April 14, expanding to week-long festivities. April 11th, wine tasting around the continents, \$30. April 13th, quizbowl competition.
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Adjourned: 9:34 a.m.