

Present: Stacey Anderson, Marilyn Bejma, Cheryl Cluchey, Teresa Cook, Elise Gramza, Paula Hagstrom, Leonard Johnson, Meegan Lillis, Elaine McCullough, Ron McKean, David Nicol, Robbie Teahen, and Spencer Tower

Guest: Amy Otteson

Call to Order: 10:02 a.m.

ONLINE SURVEY

Cheryl Cluchey asked for comments/suggestions regarding the latest draft of our campus-wide survey.

- Change first item to read “In which of the following colleges is your major?”
- Use parallel construction on items so that responses can be answered with the Agree/Disagree scale.
- Separate the item on clarity of expectations into two parts:
 - Assignments and expectations were clear
 - Timeliness of responses was good
- Add the following items:
 - “The online course was easy to navigate and I could find what I needed.”
 - “In my opinion, I learned more in this online course than I would have learned in a face-to-face course.”
 - “I would have learned more had I taken this class face to face.” – Ask “Why” if answer is Strongly Agree.
 - “I was able to get technical support in a timely manner.”
 - “I would recommend this online course to others.”
 - I would recommend this instructor to others.”
 - This item would be used to evaluate capability in this delivery medium, not on a personal basis, and alert us to any issue that needs to be addressed.
- Add an item: “If we could improve one thing about overall online learning, what should it be?” with room for comments

Several short surveys, each covering one aspect of online learning, would be more effective than one long survey.

If an instructor spends more time online during the first two weeks of a semester, then backs off, students still have a residual feeling of support.

Action Items:

Request from Mary Holmes:

1. The number of hours when students are using online learning.
2. What online tools are being used by instructors and students.

24/7 SUPPORT

If money is not allocated to round-the-clock support, some suggestions were made:

- We could add a sentence when instructing faculty and students, “Keep in mind that support is not available [list the hours].”
- We could offer 24/7 for the first two weeks of each semester, when need is greatest.
- Advise instructors not to set deadlines when support is not available, and ask them to provide an alternate way to submit assignments, such as an e-mail address.

SPARC meeting

In preparation of the SPARC meeting scheduled for Tuesday, January 18, 2011, Leonard Johnson will distribute the online overview and the list of online forum topics to SPARC participants today. The March SPARC meeting will be devoted to the topic of tech support for online learning, with John Urbanick making a presentation to the group at that time.

OPEN FORUMS

To gather information toward developing an online policy, we will hold a series of open forums with faculty.

Robbie will send out an announcement to everyone who has an online course and to department secretaries that open forums will be held on Wednesday, January 19, 3:00 – 4:30 p.m., and Friday, January 21, 2:00 – 3:30 p.m. An e-mail address will also be provided for feedback from those who cannot attend.

One topic to be addressed is faculty load. Should some faculty teach completely online? Does a faculty member have the right to teach from anywhere if the course is completely online? Does the student have the right to take as many classes online as he wants, even if he lives on campus?

The first 30 minutes should be to inform what is available at Ferris, what is available elsewhere, and what is in the literature.

What do we know about what is used and what is not?

Robbie will update the document that is on the website regarding our timeline for facilitators to use during the forums.

Invitations will be sent to the series of forums, to be scheduled for Wednesdays and Fridays on a week-by-week basis.

Robbie called for volunteers to facilitate, and the following have accepted:

Jan 19 (W) and Jan 21 (F)	Student Capabilities	Cheryl Cluchey
Jan 26 (W) and Jan 28 (F)	Faculty Capabilities	Teresa Cook
Feb 2 (W) and Feb 4 (F)	Course Quality/Learning Effectiveness	Spence Tower
Feb 9 (W) and Feb 11 (F)	Technology Support	Meegan Lillis
Feb 16 (W) and Feb 18 (F)	Plans	Dave Nicol

Each facilitator is asked to bring copies of their handouts and to bring someone to take notes during his/her sessions.

March 2 from 3:00 – 5:00 p.m., tentatively, will be the “Big Tent 2” if notes from above forums are disseminated quickly.

ROUNDTABLE

Cheryl reported that Allied Health Sciences is not doing wait lists for its summer online courses, and will take care of who would or would not get to take each course. The university has over 1900 entries in the waiting lists, and she is receiving calls to be placed on wait lists for summer already. Lists are being monitored daily, and she is calling some students who have not logged in to their spring courses to see if they need support. Drop-and-Add week has been very busy. Some students attending other colleges in addition to taking FSU online courses did not realize our classes started this week. E-mails are being sent to all off-campus students.

We welcomed Elise back from her maternity leave. Her son, Paxton, is in daycare and seems not to be suffering the same separation anxiety she is.

Meegan reported that the FerrisConnect pilot is going well. She instructed TAC employees on anticipated problems, Mary Holmes being the only person who can reset passwords, e.g. The new system feels and looks more different than anticipated.

Elaine agreed that she is doing a lot of experimenting in the new FerrisConnect to find the optimum way to do things. She will also be publishing the latest Lang & Lit newsletter in February, and it will focus on the FerrisConnect pilot. She may also republish Robbie’s article on attendance that went out near the end of the semester, just to be sure all faculty will have the opportunity to read it. Paula has provided several articles on AHS online methods for Elaine’s newsletter, also.

Paula commented that taking over the wait-list issues is a huge job.

Stacy is now taking a fully online class from Central MI and will be doing so with an eye on their policies and procedures.

Ron reported that he is seeing more interest being generated in online classes among his college's faculty. He noted that there are terminology issues with Blackboard. Familiarity is not as high as anticipated. Meegan mentioned that hosting blackboard is being looked into, but there is not a good comparison of the costs for the two. She noted that NMC, who is smaller than we are, is happy moving from Blackboard to Moodle 2.

Teresa expressed her experiences as good for both taking and teaching online.

We plan to schedule viewing the DVD recommended by Amy Buse regarding online learning at our next meeting and will ask to make it available through the FCTL and the Library.

Spence suggested that when we request the number of instructors who have FerrisConnect accounts from Mary Holmes, we request that she include the number of users and the number of total faculty. What kind of faculty are we comparing?

Because Thursday mornings work as well as Wednesdays for the majority of our group, Marilyn will reschedule our meetings for this semester to the 2nd and 4th Thursdays of the month from 10:00 – 11:30 a.m.

NEXT MEETING

January 27, 2011 – 10:00 – 11:30 a.m. – CSS 302

Meeting adjourned 12:02 p.m.

Respectfully submitted,

Marilyn Bejma