Present: Stacy Anderson, Marilyn Bejma, Cheryl Cluchey, Teresa Cook, Elise Gramza, Meegan Lillis, Elaine McCullough, Larry Schult, Robbie Teahen, Spencer Tower and John Urbanick

Call to Order: 10:30 a.m.

Due to the pressing nature of our revisions to the recommendations document, Robbie has asked Andre Hardaway to postpone his AskOnline demonstration until later in the summer.

ATTENDANCE VERIFICATION FOR ONLINE COURSES

Robbie will send everyone notes on her phone conversation with Baker College regarding the new rules. Colleges must have proof showing students did something academic each week, and these records must be retained (may be offline) for three years.

Spence commented that, because this is a federal regulation, it may be a way to engage faculty as well as their students.

We need a piece under federal compliance about authentication. We cannot be confident that, just by using a password, this is the same person enrolled in the course.

DRAFT RECOMMENDATIONS FOR E-LEARNING AT FERRIS

We were asked by Robbie to review the latest draft of her document.

Copies with Elaine's editing (through page 9) were distributed to the group for review.

A list of just the main goals was provided by Teresa, and she will edit them on her laptop as we review them, then e-mail everyone her edited version. The edited list should then replace the one under **A Plan for Online Learning at Ferris**, on page 2.

Comments/suggestions on editing the Objectives:

- Under Goal #4: Add as an objective, "Keep attendance records for three years."
- Under Goal #5:
    - a: change "continuous" to "continual" in second sentence.
    - d: change "deliver" to "delivery"
- Under Goal #6:
    - a: should read, "Develop a 'Faculty Toolkit' where faculty have access to resources, including assignment, rubrics, etc."
    - c: should read, "Add additional instructional technology support capability."
    - d: should read, "Require each online faculty member to attend at least one seminar each year focused on best practices, pedagogy, new tools, and current federal compliance requirements, among other possible relevant topics."
    - e: insert a dash between "face-to-face" and "for."
    - g: remove, as it is redundant.

- o i: first sentence should read, "Assure that department heads and chairs (a) understand good online practices as well as (b) encourage faculty in their areas to access resources to deliver quality courses."
  - o j: remove.
  - o k: change "Promote" to "Encourage" and insert "the" between "from" and "ground."
  - o m: should read, "Make quality online course models available for faculty and staff to review."
  - o n: position "**—including adjuncts**—" immediately after the word "faculty" and move the complete objective to **Planning and Administration.**
  - o Under Notes: add a second sentence to the fourth note, "If faculty do agree to teach online, then they must agree to meet certain requirements not imposed on face-to-face faculty." Upgrade this entire note to an objective.
- Goal #9: include department heads as well as deans.
- Objectives, in general, should have less detail at this stage.
- Please reconsider where some of the objectives belong. Many under **Faculty Capabilities and Responsibilities** seem better placed under **Planning and Administration**.
- We will have a checklist similar to what Bea recently presented and recommend it be followed, and hold faculty accountable.

Please review goals #7-10 and provide feedback to Robbie today if possible.

NEXT MEETING

Thursday, June 16, 2011   10:30 am to 12:00 noon   CSS 302

Meeting adjourned at 12:15 p.m.

Respectfully submitted,

Marilyn Bejma