

Present: Marilyn Bejma, Cheryl Cluchey, Teresa Cook, Leonard Johnson, Elaine McCullough, David Nichol, Theresa Raglin, Larry Schult, Robbie Teahen and Spencer Tower

Call to Order: 10:10 a.m.

SENATE PRESENTATION

Robbie confirmed that we are scheduled for one hour at the next Academic Senate meeting on Tuesday, October 4, in MCO 210. Spence has prepared a PowerPoint presentation, and Robbie will email it to everyone. All are invited and encouraged to attend if possible. The Senate packet has been distributed by Paula Hadley, and the latest version of our plan, with minor editorial changes, is up on our website. Number data for each college will be taken as a handout by Robbie to the meeting.

We must be very clear on what we are asking the Senate to do; that is, support, endorse, etc., the entire document or part(s) of it. We will present the five categories in the plan, along with the 11 recommendations under them. As we get a sense of whether or not the Senate is ready, we may ask for an endorsement of the whole document; but our main objective is to make sure the five main categories are endorsed. There is no student support mentioned directly in the recommendations, but this can be added as we work on objectives.

We are reporting opinions of 370 students who completed the survey. This is not the definitive information we are relying on; the surveys are just one more part of the big picture that is becoming more clear to us. The results of this survey are also useful in planning future ones.

IT will be making a presentation right after we do, so some may want to stay for it.

MEMBERSHIP

Paula cannot attend future E-MAT meetings due to time constraints, so this is a good time to clarify membership. A table showing membership details was distributed by Robbie. This group emerged out of a Deans' Council request. It is a very important group because of its representation. Dave, Elaine and Robbie were the founding members; and they expanded the group as help was needed.

When we lost Ellen, nothing was done immediately; then Robbie asked Julie Coon, who has been replaced by Theresa Raglin to represent CAHS. Stacy is the distance person from FLITE, who asked Emily Mitchell to be her back-up. We have one representative from each college, whose job is not primarily to look out for the interests of his/her college, but to bring information from that college toward the university-wide plan. Robbie invited Ron McKean to represent COET, who then invited Larry to share the assignment.

Robbie asked for thoughts on this subject:

- Members appreciate the opportunity to sit on the team, and realize the importance of what they learn as it applies to each college.

- Members appreciate how collaborative and cooperative the group is.
- Student-government representation has been discussed in the past and is still felt to be valuable.
 - Robbie will ask SGA to appoint one or two representatives and explain to them how important it is to hear their feedback.
 - She will also ask John Urbanick to invite Mary Holmes to be his back-up representative.
- We do not want our group to become too large to be effective.
- Our goal with faculty at large is to have appropriate representation from each college.
 - Representatives were picked from faculty volunteers.
- For Paula's replacement –
 - Ask college to appoint a representative, or
 - Send out another call for volunteers and choose from respondents.
- Should we continue to have two deans on the team, or one dean and a representative from Academic Leadership?
 - The deans' perspective is very valuable.
 - Administrators will be the ones who will have to enforce the policy, so their representation is needed.
- EIO representation is definitely a vital role.
 - Cheryl is on the "front line" with online teaching.
 - Deb Thalner would like Cheryl to stay on when Deb takes over as chair.
- In the past, we did have two representatives from Academic Affairs (Enid and Robbie).
 - Robbie may continue after Deb takes over, as an appointee of the Provost.
- Faculty Center has always appointed a representative.
 - This should continue because the Center is very much impacted.
 - Todd's decision will be respected whether he chooses to attend personally or send a representative (Jackie Hughes).
- Same condition also applies to IT and FLITE.
 - IT especially is on the front line, now that the decision has been made to do internal hosting.
 - Mary Holmes is fully occupied with Blackboard 9.1 training, but she is valuable as a back-up to John.
- Do we ask for a representative from Academic Leadership?
- Can the faculty whose terms expire be reappointed?
 - Allow reappointment; but at the expiration of the current term, members' names go back into the pool and are considered along with everyone else.
 - This will allow new people to be considered but also allow continuity of past members serving again.
- Elaine suggested an additional member be appointed from CAS.
 - Someone at an administrator's level would be valuable.
- To keep from increasing our membership, we should consider inviting guest members from a rotating list so that they will be advised of what is going on.

- An invitation to all deans and department heads, along with our meeting schedule, could be sent.
 - Will this cause our meetings to become too big?
 - Depending on the agenda, we could invite interested parties only.
 - We would have to decide ahead of each meeting what the topics will be.
- Elaine is asked to encourage faculty from CAS to volunteer.

Robbie will draft a new Charge before our next meeting, using all of today's discussion.

After discussion on who should be invited to volunteer, the consensus is that Robbie should send an open invitation to all faculty, as those who are teaching blended courses and anyone who is new to teaching online will bring valuable perspectives to our discussions.

ROUNDTABLE

All new trainers have gone through Quality Matters, and it is highly recommended that anyone who can should watch some of the Quality Matters videos.

Elaine was complimented on "making the case" to Senate that face-to-face and online are NOT the same. Also, Allison Beruknopf recently made an impassioned case for recognition of the differences between online and on-ground courses.

Elaine reported that an invitation will be going out in a day or two to all faculty announcing an Online Courses Fair on October 28 from 3:00 – 5:00 pm in the ASC computer labs:

- The Fair will be open to all the university, with a targeted invitation to Education students.
- Bring a laptop and hear online faculty speak and demonstrate their courses.
- Following are some of the booths are planned:
 - Blackboard 9.1
 - Quality Matters
 - Academic Learning
 - Student Affairs is looking into having a FLITE Booth
- Academic Affairs will provide snacks.
- Robbie suggested Theresa Raglin look into setting up a booth from CAHS.

Theresa reported that those who took the COAT class reported that it was a very good experience. Enrollment represented a wide range of experienced faculty taking the class, with positive responses.

Leonard reported that October 11 is the next SPARC meeting, and the group will be looking at the university's Strategic Plan.

Robbie reported that Gloria Lukusa is our Blackboard 9.1 trainer who is training faculty to be trainers (trainers need online experience and certification). There are proficiency exercises at the end of training; the trainer has the ability to check off skills that are demonstrated, and faculty will only have to take online classes in areas in which they are not proficient. Only those who are certified will be able to teach online.

Leonard reported that he has taken over a professional seminar for his student teachers. He is adding all the supervisors and teaching assistants to the seminar and plans to expand this to require all full-time faculty to be part of the seminar.

The question was raised about those people who are training and want a shell but all they are ever going to do is post their syllabus. They need to know what many of the capabilities are; we are not signing off on just giving anyone a syllabus shell. Phase I of the testing is so basic, we should not approve anyone without it. Each checkmark will have a training video assigned to it.

We should not give a shell without certification – it's a requirement. We should explain this response to faculty because this will continue to be an issue. Trainers have a responsibility to certify that people are competent to teach. There has to be more structure. We do not want to recruit students and then have online turn them away.

Stacy reported the CMU policy: Online class grade will be given only after evaluation of class/faculty has been completed by the student.

NEXT MEETING

Thursday, October 6, 2011 10:30 am to 12:30 pm CSS-302 Presentation will be made at this meeting by The College Network

Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Marilyn Bejma