

Present: Stacy Anderson, Marilyn Bejma, Cheryl Cluchey, Teresa Cook, Elise Gramza, Jacklyn Hughes, Elaine McCullough, Ron McKean, David Nicol, Theresa Raglin, Todd Stanislav, Robbie Teahen, Michelle Teschendorf and Deb Thalner

Call to Order: 10:02 a.m.

We welcome Kristy Motz from FLITE as a guest today.

CONNECT MICHIGAN

Kristy reported on Connect Michigan, an organization working to increase broadband for citizens of Michigan. It allows groups to come together to discover how best to obtain resources. The Mecosta County group is headed by Jennifer Heinzman, and will be having a meeting in Big Rapids on May 23. This is a great opportunity to improve our access to broadband for online classes, and anyone from our group who can attend, should. Teresa Cook volunteered to attend; and Todd suggested we include Andrew Peterson, who would also like to attend.

Robbie reported that earlier efforts had been made by Enid Carlson, Tom Crandell and Deb Thalner. This may be an ideal time to reconnect with this group.

Marilyn will scan the Connected Nation brochure and distribute it to all.

MEMBERSHIP

Deb reported that Leonard Johnson asked to be replaced by someone from his area, and Julie Coon asked if she should continue attending or should the new (or another) dean.

Assignments are by function, with faculty-at-large appointments. Leonard Johnson is a faculty at large with one more year to serve. A university-wide notice should be sent out asking for volunteers to replace Leonard. Deb will contact Christine Conley-Sowels, whom Leonard suggested, to see if there is any interest. We may automatically extend Leonard's term with his replacement.

Robbie suggested we ask Julie to continue until the new dean feels he is ready to step up. Deb will extend an invitation to the new dean. We also need to decide on who and how many reps we will need from College of Engineering Technology. Elaine reported that she is rotating out at the end of the summer, and Arts and Sciences will also need a new rep.

Teresa will give Deb a copy of the committee assignments.

We have received criticism in the past that we do not have good representation of faculty on our team. After discussion, it was decided that one of our membership rules should be:

There should be a faculty member from each of the undergraduate colleges at Ferris.

We can always call in people as guest attendees or have subcommittees when needed.

Elaine suggested inviting one guest (different department heads, new deans, etc.) on a rotating basis to each meeting.

Robbie complimented Elaine on how good she has been at communicating, and that she mentioned it to HLC. Ron suggested creating a special role on the committee for a communicator, and the group agreed that Elaine will be invited to continue as Communications Coordinator. Elaine reported that she will continue to send us the Lang and Lit newsletter, which is published twice a semester, and could use some help with it. She will contact the Lang and Lit department and possibly the FCTL.

MEETINGS VIA DISTANCE TECHNOLOGY

Deb asked if there is a way we could conduct our meetings so that people who are not on campus could connect.

Jackie reported that FAB meetings use the phone and have about three people call in to their meetings. However, when Deb called in to our meeting, she found the quality of the phone connection in CSS-302 poor. We agreed that using Adobe Connect to see screens worked well.

Teresa commented that Paula Hadley is knowledgeable in setting up microphones for Senate meetings at West Commons.

MEETING SCHEDULE

The group decided to cancel our July 5 meeting.

E-MAT RECOMMENDATION STATUS

Deb distributed copies of the recommendations that are posted on our website. Teresa noted that the changes suggested by Senate had not been made to them yet, and they are:

- Recommendation 4
 - Remove the word “faculty”
- Recommendation 9
 - The words “of viable” should replace the words “and growth of”
- Recommendation 11
 - Add the word “applicable” before “Federal”
- Under State and Federal Guidelines
 - Remove the word “compliance”

Marilyn will update the version on the website.

STUDENT READINESS

Deb distributed copies of the status report as of today. There were about 900 students put in for the online student readiness. Feedback from faculty was positive from a few. About 97 students have at least clicked into the assessment, 86 have completed it. Ten students have contacted Deb with questions/problems. There are 122 who have accessed Smarter Measure, some of whom are faculty and TAC. Ten have accessed it from our website. The most frequent issue under Life Factors is availability of time.

Teresa’s impression is that most of those who jumped right in and took the assessment are indeed ready for online classes.

Deb reported that there will be survey feedback; and with links this would be good data. She will contact faculty again, and has e-mailed each student individually.

Now that some students are in their courses, they may be more interested in doing the assessment.

Deb is fairly pleased with the results so far. Tomorrow she plans to let faculty know the names of the students who have taken the assessment. On the back of her handouts are the different sections of the assessment and what each contains. She has had no negative feedback on the amount of time the assessment takes. Robbie felt a summary like this should be put together and used as a communication to faculty.

We all complimented Deb on what a great job she's done, after the committee has talked about the great need for this for 3-4 years.

Deb felt that in terms of moving beyond the pilot, we need to decide whether we use just the Smarter Measure or just the Blackboard piece.

TECHNOLOGY SUPPORT

Deb distributed copies of John Urbanick's report for review. John's recommendations are in red for what we should be focusing on and setting our priorities.

Comments:

- Under Recommendation 6b and 6c, more than offering 24/7 we might need to double up on staffing during peak times.
- Usage drops off after midnight.
- The help IT students can give may be restricted by their level designations.
 - This may be in the process of re-evaluation; part of the issue is security.
- There is always room for improvement, and hopefully the items marked "done" will be readdressed as necessary.
 - We should come up with new objectives, and/or continue to revise them as we know what needs to be done.
 - Perhaps a yearly reassessment would be good.
- One main topic for fall is to have phone banks filled with high-quality people.
- It is important for us to review what we are doing, did it work or not, etc., once a year.
- We could have a table that has recommendations and update it several times a year with John's report.
 - Whoever is championing each of these could let us know when they have changed objectives.
- We should think as broadly as possible.
- Doubtful if we can get one-stop service by calling TAC.
 - Additional design expertise is needed to show who deals with what to solve problems.

PRIORITIES AND NEXT STEPS

Under Recommendation 5, course quality belongs to the department heads. It could become a part of TracDat.

Robbie reported that we did have mentors in the budget plan to do that kind of work, but we were reluctant to have faculty members evaluate other faculty.

Michelle commented that in Allied Health, courses are co-built and rolled into their own courses and personalized. She can now just put an adjunct faculty member into the correct shell.

Deb felt our next step is to determine who can champion things and to get on the agenda of the Academic Leadership Council.

Todd thought it might be good to go to people we think should be champions after we have gone through all the recommendations.

Deb will take some time and look into it before we go to committee.

OTHER

Robbie will try to put some things into TracDat to see how it goes.

Michelle wanted to mention that there is an issue about nominating faculty for excellence awards. A nominee cannot have more than 15% of their courses as online teaching. Theresa agreed and commented that she had a nominee whose online classes could not be considered; this is too restrictive. Robbie will bring this to the attention of Doug Haneline, chair of the Academic Senate.

NEXT MEETING

Thursday, June 7, 2012 10:00 am to 11:30 pm CSS-302

Meeting adjourned at 11:31 a.m.

Respectfully submitted,

Marilyn Bejma