

Present: Marilyn Bejma, Cheryl Cluchey, Teresa Cook, Elise Gramza, Leonard Johnson, Meegan Lillis, Elaine McCullough, Emily Mitchell, David Nicol, Spencer Tower and John Urbanick

Roberta Teahen joined us by conference call at 11:10 a.m.

Call to Order: 10:35 a.m.

QUALITY E-LEARNING DVD

We viewed the DVD on e-learning produced by Florida State University through slide 25. We will view more of it at a future meeting.

Some comments after the viewing:

- We should start by running a pilot using course shells for our highest-enrollment online courses; if successful, apply the template to other online courses.
- Creating a syllabus and checklist for online courses would be valuable because those who have taught online use their syllabus data in other areas as well. They contain much worth-while information.
- Students have expressed a need for their calendars to be in one place.
 - If all instructors use it, a merged calendar can be seen in Blackboard.
 - Mary Holmes is looking into using mobile apps, as such a high percentage of our students are using them.
 - Robbie suggested use of carry-over funds as a potential way to finance such an operation.
 - John is working on obtaining a one-page summary with apps and costs from Blackboard that he will bring to a future meeting.
 - IT is working with Enrollment Services and others to see about the possible use of free mobile apps through Banner. This would involve integration through systems and will take some time; however, it would enable students to look at their calendars, look at their grades and do some scheduling.

SENATE MEETING

Robbie suggested that Dave Nicol, Spence Tower, John Urbanick and Teresa Cook use their copies of the document Online Procedures from our recent open forums as guides when they conduct their forum with the Academic Senate on March 1. In addition to addressing faculty capabilities, Teresa will stress that five minutes will be allotted for each presentation. She will also ask for a show of hands from senators as to how many are teaching fully online courses, how many are teaching blended courses (any hybrid course that has reduced meet time), and how many are using a supplement to their courses. John will address technology issues. Spence will speak to those who do not have a lot of experience to make them realize online teaching can be beneficial; our involvement is not just for potential profits. Teresa will e-mail an electronic version of the topics to Paula Hadley-Kennedy for projection during the meeting, and she will ask that any comments the senators want to e-mail be sent to her. Dave will

address how big we want to be in online studies. We pride ourselves at having programs in 29 different locations, online gives us the opportunity to fill degree requirements we cannot do face to face. Resource allocation must also be addressed (we can't be everything to everybody).

FACULTY SURVEY ON FerrisConnect

The survey has been mailed by Jenn. Although not perfect, it should provide some useful information toward forming our proposal for the Provost. Robbie would like to be able to present it shortly after the Big Tent and definitely before the end of March.

Robbie asked Cheryl and Jenn to send a link to the survey to:

- Bill Potter to forward to all of his educational counselors
- Academic Leadership Council
- Deans' Council
- Management level of IT
- FLITE
- Enrollment Services (including Financial Aid)

These would be useful groups for feedback. Their responses should be returned by March 10 (same deadline by which faculty have been asked to respond). A notation should be added for the above groups that "Many of the survey questions are designed for faculty and are not pertinent to you, please skip them."

ROUNDTABLE

We need to start thinking about what recommendations we want to make. Teresa felt we could take advantage of the checklists and procedures shown in the video.

We need to reschedule our March 10 meeting as it falls during spring recess. Marilyn will send notices to our team to reschedule to Monday, March 14, 3:30 – 5:00 p.m. We will review the survey results and decide on recommendations for the Big Tent. Cheryl will ask Jenn to forward to us all survey results received thus far so that we may see any trends that are apparent.

A discussion followed on ways to require prerequisites for taking online courses. Elise explained that it may involve going into every course we offer online and individually adding a prerequisite.

NEXT MEETING

March 14, 2011 – 3:30 – 5:00 – CSS 302

Meeting adjourned at noon.

Respectfully submitted,

Marilyn Bejma