Academic Technology and Online Education Committee Minutes
October 9, 2012
HUB 123
3:30-5:00

Present: Christian Roberson (Chair), Denise Burchsted, Pam Childs, Marylynn Cote, Zach Dziura, Rich Grossman, Hridaya Hall, Kristine Levan, Liesl Lindley, Scott Robison, Meagan Shedd, David Zehr

Unable to attend: Cheryl Baker, Nancy Betchart, Daniel Bramer, Jong-Yoon Kim, Eun-Ho Yeo
Scribe: Christian Roberson

Acceptance of September 2012 minutes

Introductions

The committee introduced itself to the new members.

Discussion: PSU's Online Policies Document

Christian provided an overview of the document's history. Scott pointed out that many faculty members are unaware of the existence of this document and the implications of the policies contained within. For example faculty members are unaware about the requirement to take the training to teach online. Now that more faculty members are teaching online there is more need for the document to be used by faculty and chairs.

Scott has received some specific feedback. A concern was raised with the policy reflecting faculty in the title and not others who also teach. The policy says online courses should be equivalent to face-to-face or blended courses, but in some cases nobody is observing them. Should faculty need to be retrained or recertified? Does hybrid also require certification? If more than 1/3 of the course is online, training is required. Meagan asked if we had comments from anyone other than the deans. Scott mentioned another example if there is a course being taught online for the first time there is no requirement for early notification to receive support for developing the course with LTOE if needed. Scott offered to provide a short list of topics from the LTOE development side of things. Christian asked who has ownership of the policy? Scott says the policy is not LTOE's. David suggested since it was passed by faculty it is a faculty policy under this committee. Meagan raised a question about section 4.07 and how this was put in place. She suggested we need more input. Hridaya suggested we need more communication to make sure this gets out better to faculty. Liesl agrees that we need more input to make revisions, but after revisions it needs to go back to chairs and faculty. David points out that he issues reminders for policies even though they are not his to enforce. Scott has started to make a summary sheet that draw attention to common action items for faculty. Scott mentioned classroom observation is a sticky issue. He is working on an online course for chairs to help them better understand how to observe faculty teaching an online course. Liesl wants to see additional clarification on the separation of instructor evaluation and course evaluation. Should that be in this policy is up for debate.

Christian asked how we can design a process to get these changes. Liesl suggested starting with department chairs and the remaining deans about the policy. David asked if any chairs have signed up for the course, Scott mentioned it isn't in place but will be set for wintirim. Hridaya said the document seems to be in pretty good shape, but asked Scott if he had any particular

areas that need to be zeroed in on. Pam asked who is responsible to tell Scott when a new online course is coming up. Scott said there isn't really a mechanism for reporting this to LTOE. David asked what Nancy's role is or could be in this process. What about an equivalent for graduate courses? Could this need for training be pushed elsewhere like new faculty orientation?

Christian asked how the committee can help LTOE improve communication. Hridaya suggested a reminder email right after spring and fall scheduling. Christian said now is a good time to contact chairs about the untrained faculty. Liesl suggested adding a line to grad contracts. Pam suggested also added one to adjunct contracts.

<u>Next meeting</u>: November 13, 2012, 3:30, HUB 123

Meeting adjourned at 4:30