

Frost School Council Minutes

December 8, 2009

HUB 109

3:30-4:45

Present: Christian Roberson (Chair), Gale Beckwith (student), Nancy Betchart, Mardie Burckes-Miller, John Donovan, Gail Carr, Terri Dautcher, Mary Ann McGarry, Ellen Murphy, Josh Smith (student)

Unable to attend: Trent Boggess, Daniel Moore, Mark Okrant, James Whiting, Metasebia Woldemariam, David Zehr.

Scribe: Nancy Betchart

Approval of November 10th minutes. There were no corrections or additions to the November minutes.

Bylaws Change: Christian presented new wording to indicate a change in the bylaws to include a Frost School student as one of the two student representatives. The following text in bold was approved by those present in place of the crossed out text:

b. Composition:

*The Dean of the Frost School, the Director of Continuing Education, the Director of Online Education, the Chair, Coordinator, or designee from each program offering a major through the Frost School, four elected faculty members, and two students ~~selected~~ **approved** by the Student Senate **(at least one of whom must be a Frost Student, unless a Frost Student is not available)**. The Council elects its own chair who shall be a faculty member. Elected members will serve a three-year term.*

Frost School's Role in Increasing Transfer Students. David Zehr provided an update regarding an initiative to reach out to NH Community Colleges to promote awareness of PSU and increase the number of transfer students from them to PSU. Along with the Enrollment Management Group, we hope to have a presence on at least 3 of the community college campuses in order to advise students. PSU is developing more and more 2+2 articulation agreements in which the entire first 2 years are transferred in and the remaining courses needed in the final 2 years are identified in advance. This is more efficient for students than a course for course substitution. Mardie suggested that Health Education might be a good program to consider for a 2+2 and David encouraged her to talk with Mary Campbell and him about it.

Discussion regarding Policies and Procedures for Distance Education. The council discussed a document regarding policies and procedures for distance education that Ellen Murphy had drafted in order to have a unified set of practices for all distance education courses whether at the graduate or undergraduate levels and whether fully online or in blended/hybrid formats. The document was based on best practices as outlined by both NEASC as well as national standards from other organizations. Some questions regarding the following sections were raised including

5.04a

- **Course syllabus reviewed** for best practices in online learning and to insure course objectives and assessments can be met in the new format. Who will review the course syllabus for best practices? Ellen said that that was to be determined. This generated a discussion about who should have access to "observe" an online class, e.g., the department chair (or designee), the dean, and/or the provost with notice to the instructor.

Terri suggested a voluntary peer review process or mentoring system and Ellen agreed that such a system could be set up.

- **Course description** is changed to include percentage of course that will be taught at a distance... When asked about this, Ellen agreed that the course description itself would not be changed; rather, clear information about the course schedule and the percentage to be delivered online would be specified (this is already done in the course query, in course brochures and in Banner).

5.08... This section addresses copyright and intellectual property. While it did not generate too much conversation, the group did recognize that this is an unsettled topic at PSU and one that the faculty welfare committee has been discussing.

6.03... *Distance learning students will not be required to come to campus in order to obtain these services.* We may need to modify the way some services are delivered, e.g., move to more electronic forms and/or approvals.

Sections 7.0 and 8.0 address *Outcomes Assessment* and *Program Evaluation* and PSU is still working on how these are accomplished in both face-to-face classes and online classes. There was discussion regarding our need to develop online end-of-course evaluations and procedures.

Overall, the Council was supportive of this draft. Ellen agreed to send the council members access to the document on GoogleDocs so that we could all have input.

Ellen suggested that Gale and Josh take a close look at the Student Support section and provide suggestions.

Environmental Education/Adventure Education Certificate. Mary Ann informed us that a group is exploring the possibility of offering a certificate that would be at least partly delivered in a weekend intensive format.

Winterim 2010. Gail informed the group that we are offering about 20 more courses this year than last and enrollments in Winterim 2010 have exceeded those from 2009 by about 55 as of December 8th. More enrollments are expected.

Frost School SWOT Analysis. Terri Dautcher distributed a summary of the SWOT analysis along with a *Possible To-Do List*. The group agreed that we need to settle on a few items for the rest of the year.

January 12th Meeting. The Council agreed not to meet on January 12th. In place of the meeting, each member will rank order the do-to-list and email it back to Terri for prioritizing.

Next meeting. February 9th, 3:30, HUB 123

Meeting adjourned at 4:45.