

Distance Education Committee
Wednesday, March 19, 2008
Meeting Minutes

Attendees:

Shawn Ward
Ted Christiansen
Aimee Guerin
Peggy Johnson
Bonnie Black

Changes to February Meeting Minutes:

Under New Issues, Peggy suggested we add the Distance Education link for other course evaluation links. (www.mc.maricopa.edu/distance/faculty.html) Get Fast is currently being used in the World Religion Department not Math as noted.

Update on Quality Matters Training:

The training was discussed by those who attended it.

Withdrawal Code:

No updates to report.

Faculty Senate Requests:

1. Committee discussed the naming of the committee chair process and agreed that we should continue with what has been used in the past.

The DE Committee recommends that self nominations be sought at the beginning of the school year with a vote by the committee to approve. The name of the elected chair would then be submitted to the Senate President for appointment.

2. Goals of the DE Committee were discussed and were identified.
 - Develop and promote strategies that reflect best practices for online teaching and learning.
 - Identify factors affecting student success in online learning.
 - Create recommendations to promote successful online learning.

Bonnie will forward this information to Harold Cranswick, Faculty Senate President, as requested.

New Items:

Peggy discussed the need for an online course student notification system so all online students get some initial course directions and information. Ted agreed to bring up this topic for discussion at his next administrative meeting and explore what might be the most cost effective option.

Peggy also brought up the idea of having all online students enter the course through the same learning management system (WEBCT) so there can be continuity in how all students get started. The committee agreed that this was important and this item was added to the checklist.

Review of Checklist:

The 2nd draft of the checklist was reviewed and changes were made which included John and Shelley's suggestions. A 3rd draft was developed. This draft will be sent out to department chairs and for faculty feedback. Distribution of the checklist was discussed and it was agreed that it should be distributed to faculty before the summer break so faculty have it when they review and update their courses. Ted agreed to encumber some funds for printing. Bonnie will follow-up with Harold Cranswick about any other review that needs to be done by the Faculty Senate before the checklist is distributed.

Final Meeting for 07/08:

Our last meeting will be scheduled for Wednesday, April 9, 2008 from 1:45pm to 2:45pm in Room AS 122.