

TAFT COLLEGE
Distance Ed Committee – Minutes
April 13, 2018

DE Committee members present: Amar Abbott, Nicole Avina, Jill Brown, Dan Hall, and Joy Reynolds.

1. The minutes from the March meeting were reviewed and approved.
2. Nicole shared updates to the Online Course Evaluation rubric. Since this potential evaluation tool can be used for self-reflection, the document contains many resource links that address the various areas of the rubric.

Some of the changes we will make on the form are:

- Use icons to designate the linkable resources instead of the asterisks
 - Change the orientation to Landscape.
 - Add “N/A” as an answer option, add a “Resources” column to contain the appropriate icon links to PDF documents, web pages and videos.
 - Under the Communication section, change the prompt feedback statement to say, “Instructor provides prompt feedback or as stated on syllabus.”
 - Under the Instructor Role, add “or as stated on syllabus” to the “timely manner” statement.
 - We discussed a scale using 1 through 5, and we also discussed keeping the scale as it is - using 1 through 3.
3. Task-force time? Which of our topics should have an Academic Senate task force tackle? The online evaluation instrument? Let’s bring Diane and Geoffrey into this discussion to determine next steps.
 4. The May In-service will have several professional development options for faculty wishing to work on their online classes.
 - Participating in NISOD webinars
 - AVID strategies that could be applied to online learning
 - John Eigenauer session on Critical Thinking could have be applied to online learning
 - OEI Course Exchange development strand where participating faculty will use the OEI Course Design Rubric to ready their online class for the exchange.
 5. OEI Consortium application

No word yet from the OEI Consortium as to whether we have been accepted to be member of the consortium.

The statewide Academic Senate is considering a resolution that would lower the number of seats of a class that need to be reserved for OEI Course Exchange students, which is currently at 20.

6. Nicole and Dan to meet with Proctorio to learn how to get set up for the pilot this summer and how well it will incorporate MyLearningMachine.