

## Distance Education and eLearning Committee Minutes

The Distance Education and eLearning Committee met for the first time on September 9<sup>th</sup>, 2020 at 10:00 am via Zoom. The meeting was recorded. The following members were present:

- Terri Brown
- Tori Kearns
- Christian N. Kraus
- Mary K. Whitaker
- Linda A. Upchurch
- Darlene C. Dickens
- Meghan M. Crews
- Mike Rountree
- Armond Boudreaux

Members who were not present:

- David Strickland
- Nick Kelch

The objectives for the committee were read and discussed by the committee.

The committee discussed the course review process that will begin this semester, fall 2020. With the change in personnel in distance learning there were some issues that were unknown. We have access to some of the previous Dean's material and will attempt to use it as a guide. The last known set of course reviews were conducted in Spring 2018 on classes from Fall of 2017. \*\*

We also discussed how duplicate courses would be handled and the need to review each course section from faculty who teach more than one section of the same course. It was decided that only one section of the course would be reviewed since the courses are normally duplicated. Courses are on a two-year rotation for being reviewed.

Courses should be reviewed for format and components in the course according to the ION rubric. Prior reviews were conducted by a team of two committee members for each course after the faculty member reviewed their own course. A discussion also took place about recruiting other faculty members to help with the course review process along with the need for training reviewers on the review process and the ION rubric.

Best practices in online readiness was discussed from the point of creating an online orientation course for GeorgiaVIEW/D2L for all students to familiarize students with D2L. This orientation would include instructional videos, tips, and information for using D2L successfully. Students would be able to submit assignments, participate in discussions, and take a quiz in the orientation. Students would be required to complete the training before registering for an online class. This brought on a conversation about how this could be accomplished.

The committee also discussed creating a sandbox for faculty to use to create course content after Darlene mentioned it. The sandbox courses would have the EGSC template and module structure in it, which faculty can customize and update with their course content. This discussion also included the standard format of classes, including standard navigation in courses. Note: The course, Distance Education and eLearning Committee 20-21, has been created in D2L and all members of the committee have been enrolled.

The timeline for course reviews were also discussed.

There was also a mention of the Quality Matters Rubric and membership. Costs for Quality Matters prevents us from purchasing a membership as it is not a standard cost. There are additional costs for training and other options.

Learning Tools Integration (LTI) within D2L was discussed regarding an LTI request form. There is a draft copy of the form that should be presented to faculty senate and cabinet to be approved. Integrations of this type will have to be approved by the USG ITS before the integration can take place.

The committee decided to meet once a month on the of second Wednesday of each month at 10:00 a.m. as it is the most convenient time for the committee.

\*\* I would like to propose that course reviews are conducted on current classes instead of classes from the previous semester or two.

The meeting was adjourned at 10:50 am.

The next meeting will be held on October 7<sup>th</sup> at 10:00 am via Zoom.