

Approved November 4, 2014

Distance Learning Committee

October 7, 2014 Meeting Minutes

Attendance: Carol Berger, Ronny Bull, Russell Kahn, Jennifer Klimek-Yingling , Naren Peddibhotla, Donna Silsbee, William Thistleton, Kevin Volo

The meeting was called to order at 12:35 p.m.

Committee Membership

The voting members of the Committee will be:

College of Arts and Sciences: Russell Kahn, William Thistleton

College of Engineering: Ronny Bull, Zhanjie Li

College of Health Sciences and Management: Jennifer Klimek-Yingling, Naren Peddibhotla

Chair: Donna Silsbee

The Chair also invited staff members Carol Berger and Kevin Volo to attend the meeting on a regular basis. The staff members are non-voting members. Carol mentioned the Registrar is usually invited to attend as an ex officio member. However, the current calendar for meetings of the Faculty Assembly committees would create a conflict for the Registrar. It was decided to invite the Registrar or his designee on an as-needed basis.

The Committee agreed to invite one or two student members to serve as additional non-voting members of the Committee. Ideally, one undergraduate and one graduate student who both have online learning experience will be selected to attend. Donna will convey this information to Maarten Heyboer who is arranging for students to serve on various committees of the Faculty Assembly.

Committee Formation/Name/Charge

The Chair informed the Committee of the previous administrative committee on online learning. The administrative committee met during the last academic year and it considered the job description for an online learning coordinator and a distance learning policy. The faculty members serving on the administrative committee expressed a concern that many of the proposed policies should be discussed, modified, and adopted (as appropriate) by the Faculty Assembly. This was brought to the attention of the Chair of the Faculty Assembly Technology Committee who made a motion to the Assembly to create the new committee.

Donna informed the Committee of a Faculty Assembly Bylaws conflict with the Committee's current name. Although an election was held in September for the Chair of the Distance Learning Committee, the Bylaws amendments passed in Spring Semester 2014 established an Online Learning Committee. The Committee decided Distance Learning was a better name for the Committee since it is the language used in the Middle States standards. Distance Learning is defined as any learning situation where the instructor and the student are located in two different places. Donna will convey this decision to the Faculty Assembly Executive Committee.

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A Bylaws change will also affect the charge to the committee which was stated in the original Bylaws amendment as:

The Online Learning Committee shall consider and make recommendations to the Assembly concerning policies, procedures, and use of resources regarding the development, support, efficacy, and quality of online learning, teaching, and training on campus.

Middle States Standard 13

The Committee briefly reviewed Middle States Standard 13 which includes distance learning. Russ stated the Technology Committee answered questions relevant to this standard for the Middle States Self Study. He agreed to send the Technology Committee's report to Donna for the next meeting. The Technology Committee had identified some issues that need to be addressed. One recommendation was to support the position of an Online Learning Coordinator.

Angel to Blackboard Learn Transition

Carol Berger and Kevin Volo presented information regarding the timeline for the transition from the Angel learning management system to Blackboard Learn. Angel will be used for course delivery for the last time in the Spring 2015 semester. Blackboard Learn will be used for course delivery for the Summer 2015 session and beyond.

Training will soon begin for the faculty members to learn how to prepare their courses for the migration to Blackboard Learn. The migration will begin in December 2014. The Faculty is asked to prepare Summer and Fall courses for migration first. Training on how to use Blackboard Learn will begin in March.

The Committee discussed the need to get this information out to the Faculty. Carol and Kevin had already planned to attend the College meetings and the next Faculty Assembly meeting. They are also using community mail, individual emails, and a migration blog to alert the Faculty.

Carol stated there are some policy issues yet to be discussed. These include how the College of Health Sciences and Management will handle its college-owned courses and how information from previous courses will be made available for possible grade changes in the future. Russ explained how the Angel instructor can save grade and assignment content outside of Angel. There was agreement we need to distribute these procedures to the Faculty via the migration blog.

The meeting was adjourned at 1:45 p.m.

Donna Silsbee, Chair