

Distance Education Meeting
Minutes

Date: October 7, 2011

Location: ITC

Time: 11:00 – Noon

Attendance: Jim Toner, Judy Reiman, Jake Beck, Teresa Borden, Melissa Colón,

Agenda Item/Topic	Presenter	Discussion/Presentation	Follow-up/Time Frame
Student Dropped Online Class Survey fall 2010 from State Chancellor's Office.	Melissa	The State Chancellor's Office sent out email surveys to Columbia College students who had dropped their online courses and the results by demographics, reasons and if students would take online courses again. We reviewed the report and results.	Melissa will send report to DE Committee Members
Quality Matters Rubrics for online development and online teaching evaluations	Teresa	Teresa shared several different formats and styles of rubrics used by different colleges. We will decide upon a format and incorporate a rubric for our faculty to be able to use. We will plan to set up a workshop with other online instructors in order to share the resource with them and encourage peer support and self eval to strengthen and help establish a reputation of exemplary online courses. We will work on language and a rubric tool to introduce this concept. We are currently using the 7 Principles in the online development cohort. http://www.gocolumbia.edu/online/Course_Evaluation_Tool.pdf (Best Practices) We also discussed how we could incorporate in our online classes an anonymous survey as an exit strategy for feedback and also a short survey after each learning module in order to hear from students about the Learning Module activities, what worked well, what could be improved, etc. Surveygizmo is the tool the State Chancellor's office used (14 day free trial only) http://www.surveygizmo.com/	Teresa will put together a draft for the next meeting. Committee members will send feedback on what we would like to see included in the draft rubric. (completion goal spring 2012)
Discussed time spent on F2F courses versus online and how we can make sure faculty are supported and compensated.	Melissa	We discussed some possible incentives: release time to build a class, office hours paid & other ideas that would support online development & compensate for the amount of time it takes to teach online courses. We will continue to explore options and ideas.	Meryl will help track some of the activities and we will do a comparison of F2F vs online time investment for future discussions.

Retreat with MJC's Virtual Classroom Committee & DE Instructors	Melissa	A tentative date may be pursued sometime in March, 2012	Melissa will contact Jim Clarke and Laura Maki to see if this date would work for them. Melissa will also touch base with Jim concerning the custom Blackboard log in page progress.
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Meeting Meetings by Melissa Colon, October 8, 2011

Attachments: State Chancellor's DE Report, 7 rubric examples

Next DE Meeting, October 21st, 11-Noon, 2011

Together we will work on practical solutions. Your contribution is appreciated!