Online Quality Committee

Meeting Notes

3/13/2020

To begin the meeting, Dr. Aulgur thanked everyone for being able to attend. He spoke about our current status, and where we are going (given the broad overview). This is “unchartered territory” for many faculty and student transitions. It will present many challenges, many social disruptions. Please keep in mind, and be cognizant, of what you can do in the short-term to help.

There will be trainings provided, and mentoring, on this upcoming Monday and Tuesday. We are hoping this will help ease fear and tension. This is not the best scenario, but it is the one we have been dealt. Please start thinking about final contingency plans so that we can assist colleagues.

* Alex wondered if there would be Respondus Monitor trainings. If it is not scheduled, they should be included during M and T trainings. Respondus also puts out daily trainings.
* Dr. Aulgur replied he had put a tentative schedule on paper. We can add Respondus and Kaltura. There will also be open forums, with all defined blocks of time. There will be a WebEx meeting held this afternoon to cover this as well.
* Dr. Morelan asked if the temporary courses would be synchronous or asynchronous.
* Dr. Aulgur noted there were no restrictions placed on faculty. We’re just here to offer support. Also, please be mindful of students who do not have broadband access off campus.
* Dr. Harless wants faculty to also remember that a lot of our students have children at home.
* Dr. Morelan wondered if a clear differentiation would be made between regular online classes and the temporary classes. It needs to be made clear that the layout of the temporary courses, and possibly the rigor, does not match the normal “output” of courses from this institution.
* Dr. Aulgur replied yes. Tech was caught off guard with this need. We can get through this. During M and T, keep in mind that we may need to shift due dates from these days (as there are no classes for either face-to-face or online). You may need to add reasonable accommodations in your course. There should be a message relayed to clarify all of this.
* Dr. Smith suggested changing due dates to what is reasonable for you, while being mindful of student needs.
* Dr. Aulgur included the need to communicate protocol, will you conduct virtual office hours, clarify your availability, etc. We should share this out to our fellow faculty. What have we not thought of?
* Alex replied faculty need to keep Campus Support in mind.
* Dr. Harless ran into a VPN issue this morning. She emailed Campus Support for a departmental list of desktop names, but they could not give them all (faculty need to call individually). Is there a tool that makes the list available, rather than everyone having to take the time to contact individually?
* Alex noted that he would reach out to Angela about this.
* Dr. Smith asked if there would be 24/7 campus support?
* Alex replied no.
* Dr. Smith would like to make sure the hours are clear.
* Alex stated it would be 7a-1a every day.
* Dr. Aulgur agreed this was “prime information” that needed to be posted.
* Dr. McArthur wants faculty to be aware of disability issues. Reinforce running text generation (PDFs), check scanned documents, etc.
* Dr. Cochran let the committee know there was an issue with screen-readers and Respondus Lockdown Bowser and we need to make sure this is resolved. Can we confirm this will not be an issue, or not use it during this time?
* Dr. Aulgur replied this was “100% solvable.” “What-ifs” will pop up frequently right now. Currently, his suggestion for faculty is to take M and T to build three days of content. Then, over Spring Break, work on the next two weeks. This is a short recommendation. Faculty can proceed how they prefer.
* Dr. McArthur suggested that at the Open Forums (peer mentoring) on M and T, we focus on colleagues’ “muddiest point.” What are they the most confused about?
* Dr. Aulgur agreed and wants faculty to understand that within their two-week modules, there must be student to student and student to instructor interaction. This will ensure we remain in compliance with Financial Aid requirements.
* Dr. Cochran noted students will be most comfortable with discussion boards.
* Dr. Aulgur also stated they would be easier for faculty to moderate in the interim.
* Dr. Smith wonders how this is impacting ATU’s international students?
* Dr. Aulgur let the committee know that it has not yet been discussed. Will need to come from IMSSO (the conversation about international students taking face-to-face vs. online courses).

Dr. Aulgur stated that as things move forward, he will keep the group informed as items change (and information will be made public). We are helping to identify gaps.

* Dr. Smith noted there was an exercise for this in 2015 and Ken Wester led the charge. It just wasn’t followed through.
* Dr. Cochran believes that OIS is well prepared. But, most faculty have been unwilling to recognize the need to plan.
* Dr. Aulgur thinks this may also drive conversation for ALL faculty to use Blackboard.

Moving on in the agenda, we had roundtable presentations from our sub-groups.

Standards and Processes:

* Jennifer Saxton stated that each member of this sub-group is coming up with beneficial checklist-type rubrics for Cass to compile and present to Faculty Senate.
* Dr. Eshelman clarified that it would be introduced to a smaller committee first, then would move on to Faculty Senate.
* Jennifer Saxton thanked him, and stated members are simply in the process of deciding what looks best for ATU moving forward.

Faculty Training:

* Dr. McArthur let us know they did meet and discussed requiring T2TOL at a minimum for training. Then, would require the Certification Course before a faculty member teaching an online course could teach their second class.
* Dr. Morelan stated this was correct, but not yet a solid recommendation. Everything is in discussion.
* Dr. McArthur noted there were others in the sub-group that needed to get back with Dr. Lasey.

Accessibility:

* Weiwei let the committee know that the sub-group is collecting information. Alex will research other options (should Ally not be adopted) and Ken is reaching out to Pennington about any current policies.
* Dr. Aulgur also stated that Ally has been adopted (though not formally finalized) and Pennington is funding. Thank him.
* Alex wondered if it is funded for one year, or continuous?
* Dr. Aulgur replied “continuous.”
* Alex is grateful for this as he is not finding any other alternative to Ally right now.
* Leann is also going to visit with Disability Services about what their area would like to see in an institutional policy.

Organizational Hierarchy:

* Dr. Smith explained this sub-group would like to suggest eTech move under CETL. PS remains as a department within another college. CETL would also need a full-time director. How does this work with assessment?
* Dr. Austin replied this should work, and that the funding can come from there as well.
* Dr. Aulgur asked Dr. Smith to please write up the recommendation and send to Jennifer Lackie.
* Dr. Smith asked if there were any concerns? Does the sub-group need to continue to meet?
* Alex noted the recommendation was in line with other institutions.
* Dr. Morelan agreed and stated that was part of the discussion as well. It makes sense. There were several nuances in the decision.

Open Forum and discussion of next meeting:

* Dr. Morelan voiced his concern that it needs to be made clear that temporarily created online courses are not the same as ATU’s regular online courses.
* Dr. Aulgur replied this was a valid point. We believe faculty and students will understand this perception.
* Dr. Mitchell wondered if the temporary courses would be labelled differently.
* Dr. Aulgur noted as each face-to-face course already has an existing Bb shell, there will be no modifying the course name.
* Alex asked if we would like for him to develop a WebEx team for the committee and additional sub-groups?
* All replied “please.”

Jennifer will ensure, along with Alex, that our next Committee meeting (April 1 from 10:30-11:30) is through WebEx. More information to follow on that.

Thank you all for attending.