

E-Learning Committee Meeting Minutes September 18, 2014

Present: Scott Baker, Thom Brooks, Kelly Burch, Susan Cain Scott Cline, Bethany Emory, Jim Hippensteel, Toni Knott, Erin McCully, Danell Moses, Barb Putman, Cyndi Slocumb

I. Agenda

1. Introductions
2. Overview of Quality Matters
3. Discussion of Goals for the Year
4. Discussion of Subgroups

II. Discussion

- After introductions, Thom Brooks gave background about the Exemplary Course process and the committee's work on a focus on continued improvement in online courses. Quality Matters is an initiative that will help that process. Bethany gave more information about the Quality Matters peer reviews process (3 people review the same course), how it functions, and the training involved. Members discussed the QM rubric, its potential for opening the door to discussion between faculty members about best practices, and the different levels at which SCC may participate.
 - Bethany: Started by dispelling concerns - we can choose to apply Quality Matters the way we'd like to.
 - Quality Matters - history - began in Maryland as an effort to address the concerns about quality online education. (FIPSE grant which has grown to include participants from throughout the country and internationally – www.qualitymatters.org for further info)
 - The Quality Matters peer review process includes 3 reviewers. Rubric gives leeway and flexibility and has a lot of documentation (good for SACS).
 - If you do a full review, you get feedback whether you meet the standard or you don't. It is designed to be more about the process rather than the rubric. The discussion is important.
 - Initial step is to get everyone trained on the QM rubric and process. All members of the committee were asked to participate in an online training course.
 - Thom asks about the different levels we can participate.
 - Bethany explained the three levels of reviews:
 - Initially, we can apply the rubric in parts or completely, using teams created of SCC faculty or staff. We can choose what we want to do.

- If you go up to another level, an official QM Certified Course Review – you would need to meet all expectations of the rubric, and complete the QM Peer reviewers certification, which allows you to review any course (also allows faculty to serve on review committees for other schools if they choose)
 - Review committees consist of the following:
 - 1) Subject matter expert
 - 2) someone who doesn't know anything about the subject
 - 3) someone who has done reviews, and can manage the process
 - There are costs involved as you go bigger, but an option is that we start using the rubric for our courses, and then think about doing the national certification
 - It is possible to partner with other NC schools using the same process (Western for example) to complete unofficial internal reviews.
 - There's a push for people across the state to use Quality Matters
 - The Quality Matters APPQMR (Applying the Quality Matters Rubric) training is online and Bethany will make it available to all committee members to take.
 - Initial training dates: October 21st – Nov. 9th
 - Thom inquired about other training available through QM –
 - (some free, some are cost); so we can look at how to align them
 - Bethany described the VLC (Virtual Learning Community) and described the three groups: PD (Jennifer Jones) and does online training (such as accessibility)
 - We may pair up with WCU for training,
- The committee chose a few areas of especial concern to focus on for the time being. Those were: Quality Matters, Faculty Training, Documenting Processes, and Accessibility.
- After discussion, the committee narrowed the list down to two areas of focus:
 - Quality Matters Rubric (Further development of the Exemplary Course and Web-Centered Readiness Review processes)
 - Scott B thinks we should focus on aligning Quality Matters & the current checklist, and then finding a place where we cut off for exemplary courses.
 - Thom explained that Bethany reviewed a course using Quality Matters and asked her to explain how it came out. The instructor scored 81/98 and you need to score 87. This means that even without looking at the rubric, the instructor did quite well.
 - Initial plan is to move forward in development of the exemplary course program – not to necessarily replace it (Those courses which have already meet exemplary status may choose to go through QM if the wish)
 - Accessibility is a big area to focus on - it's the uphill climb for almost all courses (at SCC and elsewhere) - any exemplary course may have to spend some time with that.

- - Training and Support Tools (Centered around accessibility, and other QM Standards, but also including some networking opportunities for online instructors to discuss best practices)
 - Bethany described that on the website our names are different - can we combine and connect resources - it just takes digging to get to things.
 - Scott agreed that aggregating resources into one spot, make things simpler to find things - there are great resources out there and its' hard to find them.
 - Scott agrees that there should be a hierarchy.
 - Bethany asked what they would prefer: website PDF, and video? Committee decided all of the above
 - Scott B. mentioned that videos could be put on Youtube and they will have closed captioning instead of putting it on the server - for accessibility.
 - Barb wants us to focus on Accessibility.
 - Scott seconded the idea of compiling a list of supportable resources to figure out how to help people and make sure we're not overspending on.
 - Bethany asked “who here feels completely comfortable with accessibility” Also asked which is the bigger challenge - time or skills.
 - Susan mentioned that if they build the skills, time may be less of an issue – but it is an issue
 - For example, some skills based trainings like, How to make Word documents how to make sure that a screen reader can read them. How to close caption using Youtube or Camtasia
 - Cyndi suggested that some consolidation might help. Since we’re aiming to consolidate with Quality Matters, training that is presented as the choices you have will lead to the QM rubric - whatever we're going to call the standard, the training would be based on the rubric itself
 - Bethany asked if everyone likes a mix of both - do it online or do it in person.
 - Kelly says it depends on the user and complexity of the task.
 - Danell says she's got Bb stuff down, but she wants to be in a room to talk to others about great class ideas
 - Susan says she learns best from hands-on training. Doesn't know if it's feasible, but she thinks it would be good.
 - Scott B says we should use the Center for Teaching and Learning.
 - Toni K thought that some adjuncts are making not their course available and may not know that things like Smarthinking are available

Action Items

Subcommittee Assignments

- A decision was made to split the committee into two subcommittees
- Members volunteered to be on either the Rubric Development / Quality Matters or the Training and Resources Development subcommittee.
- Subcommittees will meet throughout the term – and report back to the large committee at least once per term.
- In order to make scheduling a bit easier – Bethany and Erin will set up initial meetings for the subgroups

Rubric Development / QM	Training and Resources Development
Barb Putnam	Jim Hippensteel
Bethany Emory	Erin McCully
Cyndi Slocumb	Scott Baker
Danell Moses	Toni Knott
Kelly Burch	Thom Brooks
Mitch Fischer	Scott Cline
	Susan Cain

Undecided: Pam Bell, Carolyn Porter, Melissa Allison-Brooks, Peter Buck

Training

- An Initial Offering of the APPQMR (Applying the Quality Matters Rubric Training) will be scheduled for Oct 21st – Nov 11th (Online)
- Should this schedule not work, please let Bethany know of better alternate times.