

Members Present: Kelly Boebinger, Denise Hoyt, Cheryl Marshall, Mark McConnell, Meridyth McLaren, Sandra Moore, Catherine Pace-Pequeno, Ted Phillips, Kiran Razzak, Laurens Thurman, Aaron Race

Members Absent: TL Brink, John Gist, Terry Koeper, Snezana Petrovic

I. **Minutes** will be distributed for the next meeting.

II. **Faculty Readiness**

Sent comments to Sorenson – she had made adjustments. Give students a starting point – announcement, button, etc. ‘How to send’ needs to be clearer. She needs to include instructions on how to post/start a thread. Not ready for fully online, encourage her to incorporate Bb into Telecourse.

Do we want to have a standardized list of things that should be under each button? This had been a discussion item last year. Catherine will put it back on the agenda.

Other shells – Hines will have to be careful. She may be changing the course too much from the course outline of record. Course looks good – need to check on Course Approval through curriculum. Supplied the additional online instructor qualifications.

Chairs can let interest adjunct or full time faculty know when we are doing course reviews so faculty can come to that meeting if they are interested.

III. **Subcommittees**

Skills based checklist. Sandra sent out a draft.

Portal committee will continue to look into the contents.

Schedule pages - trying to have consistency in online course notes.

Call it distance education rather than distributed education. Other suggestions: Include definitions, technical requirements and Blackboard explanation. Any more suggestions need to be to Cheryl by tomorrow.

IV. **Other issues:**

Medical terminology course – didn’t approve because the DE methods did not follow course outline.

Chemistry DE – controversy over testing. How much of the decision is from the department and how much is on the part of the instructor?