

ETC 2/18/09 Minutes

Members Present: Kelly Boebinger, TL Brink, Denise Hoyt, Cheryl Marshall, Mark McConnell, Meridyth McLaren, Sandra Moore, Catherine Pace-Pequeno, Laurens Thurman

Members Absent: John Gist, Terry Koeper, Snezana Petrovic (sabbatical), Ted Phillips, Aaron Race, Kiran Razzak

1. **Online portal** – presented a draft – suggestions? Will send a copy out to all members. Any documents that you think should be included can be sent to Catherine.
2. **Accreditation Recommendations:** Rec. #8 addresses distributed education effectiveness. Dovetails with the Tools committee. Are there SLOs for all distr. Ed classes? How do we know that what we are doing in classes is working and is actually a quality class. We also need to get the data on enrollment and retention in online classes.

Does the college consider online learning a program and therefore subject to PROP and Planning.

Do we need a section in our Program Review Process that addresses Distributed Ed.? Add an additional section for online classes?
DE courses need to be reviewed at the department/division level, then it would come to ETC.

Standard for retention for the college – should it be the same for Distributed Ed?

We need a feedback loop to make sure that the instructors and courses we are approving is working.

For the plan and to meet accreditation:

A. Clarify the process for being approved as an instructor, that includes a hands on component, clarify the process for approving a course, include a statement about online instructors/courses can be reviewed at anytime, PROP will include a special section for online and that will be filtered through ETC.

B. Require that one section of each method of instruct be assessed for SLOs.

May want to have a recertification date – after so many years. Require some type of self reflection. Require recency with constant moderation or a refresher course.

Make sure monitoring statement says that it is not related to the formal performance evaluation process.

We need to have consistency in our requirements for sample assignments. Consensus that it should be written as it would be given to the student.

May need to add some wording to the DE addendum to make it clearer what we are looking for. Not what you are planning, but in the format it would actually go to the student.

Should we add a section on the DE addendum about how SLOs will be assessed.

Add a statement about how SLOs be assessed.

3. **Next meeting** we will address the DE addendum and recommendations for changes/additions.
4. **Other** - There is a telecourse in Curricunet – what should we do? Not approve- but this is something that needs to come from curriculum. Curriculum meets Monday. Laurens will let the instructor know that the course is being debated and will be held for awhile.

Catherine needs more comments about courses so she knows what to do with them.

ETC recommends that courses not be taught solely as telecourses and asks that curriculum supports this.