Educational Technology Committee
Minutes
20 August 2008

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

Members Absent: Kirsten Colvey, Snezana Petrovic, Ted Phillips

Agenda

1. **Goals**

   Revamp checklist that we use to evaluate courses. Add the process to the navigator.

   Do we need to revisit our Strategic plan? May be a recommendation from the Accreditation process.

   We will need to come up with dates for submission of forms and curriculum for this year.

2. **Debrief from Last Year**

   Blackboard button is much more visible on the webpage.

   Need to meet with Glen again about the status of things we talked about last year.

   We still don't have much of an online presence on the webpage. Under distance education it doesn't address actual classes. Valley has a universal access point for online classes, but we don't.

3. **Carry-over approvals**

   a. How is Kris doing? Still asking questions about shells. Still seems to have a skills gap.

   b. Sorenson had two shells. Last semester we recommended they be combined. TL hasn't spoken to her about this recently. Cheryl will e-mail her to follow up on this and cc TL. Sorenson needs to pull everything together into one shell. Once we know which course is the one that will be used, we can add ETC members.

   c. TL would like approval for new Anth person – Kim Miller, one Soc PT – Delores Ortiz. Both have some experience teaching online. Helen Ross – other Soc adjunct. Currently incorporating Bb into her current course – not signed up for an @one course yet. Would like to get other adjunct approved as well to lighten the load for other intro courses. TL would like to get more people certified so that changes and substitutions can be made quickly. All interested

people will need to fill out the Intent to Teach form and submit to Cheryl or Catherine. Form is on the ETC website.

d. Movement in the honors program to have only full time faculty teach honors courses. May raise some issues with doing honors and online. Both are very new. May want to give the learning communities and the honors courses another year to develop and revisit this issue next year. May also want to look at the research about these types of courses and online. Need to make sure that we don't force online classes on honors – our role should be to support them if they show interest in this option.

4. **Training/Support for new online instructors**
Suggestions last year were for mentors or ETC members do some training on Bb. We need to come up with some solid ideas and get this information to Professional Development.
Any volunteers for training? Need to focus on creating their course.
Denise will create a draft of a few training modules. Send ideas for content to her.
Need to have Java enabled on the computer to use the Chat feature.
What do students need to have to participate?

Should have an online portion of these training modules to really help them explore and become comfortable on the system.
Need to be make sure TA in a course is aware of what that means, and what the rules are.

If faculty are doing the trainings there is going to need to be some type of compensation. It can become very time consuming.

May want to invite Theresa Flynn to one of our meetings so we can discuss what we would like as a focus in her class. Perhaps take some other modules first and then take her course – not so much as an intro to Bb and a fleshing out of skills.

We should start some type of a brown bag lunch for online instructors. Need to get some agendas figured out, location, internet connection etc. First meeting tentatively scheduled for Oct. 10th. Should record the meetings so we can do a pod cast or let people who couldn't attend view/hear the discussions.
Will not take the place of mentors but would supplement.

5. **Membership**
Still waiting for the final membership list. Made adjustments to members present and absent list based on membership from last year.