

Online Committee Minutes

04-14-2023, 3:00 p.m.

Present: Meadows, Gum, Clements, Kumpiene, Queen, Sarver, Minton, Bonds, Matory, Regalado, Stickleman

Absent: McMunn

- Liz shared how informative the OER Conference was. This brought up some discussion that many faculty are encouraged to use low-cost course materials to make courses more accessible to students, while the bookstore is concerned about faculty not requesting enough materials for the First Day Complete program. Lowering costs of course materials may help in retention, as Liz stated.
- Proctoring policy
 - Mark found an example from another institution, and Robin provided copies for Committee members.
 - Chelsea has proctored many mathematics exams at ASC. She suggested that students must schedule their exams prior with 24-hour notice to allow ASC to find coverage for each exam.
 - Chelsea mentioned Accommodate by Simplicity. She is exploring this option for accommodations, but may be useful for all online exams. This platform allows the instructor to upload the exam and the ASC member would have access to the exam (to print, etc.)
 - Kandas, Mark, Robert, and Brooke will meet to work on a proctoring policy with the draft Robin provided. They will bring a more complete draft to a future meeting to discuss with the Committee. Once this is approved by the Committee it will be sent to the Academic Policy Committee for review (this Committee will also send a copy to Faculty Senate once approved).
- Kandas will review the current language used for synchronous and asynchronous courses. The Committee will approve the definitions at a later meeting and then forward to the Office of Academic Affairs.
- Jason mentioned Niche Academy. He sent the Committee an email with more information about it. This platform has many tutorials available that are linkable to Brightspace. The Committee will review the email Jason sent and discuss this at a later date. Jason found a quote: \$2000.
- Mari brought up remote/online faculty responsibilities. She has a working draft of what will be included in the faculty handbook. She will send the Committee this draft and members will make suggestions/edits **using marked changes**.
 - WVU has forms and policies that we may draw on.
 - Mari is working with a task force to develop these policies, but encourages input from the Committee.

- The Office of Academic Affairs is exploring how to limit the amount of remote/online faculty.
- Initially, the Office of Academic Affairs was considering having remote/online faculty be on campus during faculty prep week and both fall and spring commencement ceremonies. Mari suggested that this may not be ideal, as faculty prep week is designed to allow faculty to prepare their courses. The Office of Academic Affairs is considering requiring online/remote faculty to be on campus once a year (probably around spring commencement).
- Teaching, service, and scholarship responsibilities will be required of remote/online faculty.
- Advising will still be required.
- Robin mentioned that the University has not lost online students this semester.
- Robin will help the Office of Academic Affairs draft an email to all faculty about using the Brightspace course template the Committee has developed.
 - Mari added that the email should include information about the reason this template was created (streamline, student feedback, etc.)

Meeting adjourned: 3:58 p.m.