

Online Committee Minutes
11-21-2025, 3:00p.m.

In attendance: Amanda Stafford, Robin Meadows, James Carpenter, Pai Song, Randy Darnell, Chelsea Glidden, Jeff Bryson for Scott Beatty, Maureen Gildein, Jennifer Wenner, Rachel Clutter, Jason Gum

Not in attendance: Kieren Poff, Gerda Kumpiene, Mari Clements, Trae Sprague, Adam Black

Call to Order

Robin Meadows called the meeting to order at 3:00 p.m.

- **Approval of Minutes**

The committee reviewed the minutes from the October 2025 meeting.

Jennifer Wenner motioned to approve the minutes; Randy Darnell seconded. Rachel Clutter and Jason Gum abstained.

The motion passed unanimously.

- **General Updates**

- Two candidates accepted their nomination for chair, therefore an election was needed. The election will conclude Monday, November 24th at 11:59pm. Robin will notify the committee of the winner.
- Robin announced that 5 faculty/adjunct had signed up for the two Quality Matters training sessions that are set to start December 2nd. Robin also said that she was interested in taking a peer reviewer course in February, J.D. asked if he could join. Jeff Bryson was interested in becoming a master peer reviewer.

- **Old Business**

- System Integration Update:
Robin and Amanda showcased how attendance tracker would work in Brightspace and spoke at length about how the grades integration would work. The committee asked several questions. At the end, Robin and Amanda asked for volunteers for those interested in participating in the pilot this spring. Faculty who were interested were instructed to email Robin and Amanda.
- Policy Discussion – Policy 32, Section 5.2.10:
This remains on the agenda as a reminder.

- **New Business**

- No New business.

Adjournment:

Jennifer Wenner motioned that the meeting be adjourned and Maureen Gildein seconded. The meeting was adjourned at 3:36 p.m.