Online Committee Minutes
1-29-2026, 2:00p.m.

In attendance: Amanda Stafford, Robin Meadows, James Carpenter, Pai Song, Randy Darnell, Scott Beatty, Maureen Gildein, Jennifer Wenner, Gerda Kumpiene, Jason Gum, Mari Clements

Not in attendance: Kieren Poff, Trae Sprague, Adam Black, Chelsea Glidden, Rachel Clutter

Call to Order

Jennifer Wenner called the meeting to order at 2:03 p.m.

- **Approval of Minutes**
  The committee reviewed the minutes from the November 2025 meeting.
  Maureen Gildein to approve the minutes with the addition of stating that Jeff Bryson is interested in becoming a Master Peer Reviewer; J.D. Carpenter seconded and Gerda Kumpiene abstained. The motion passed unanimously.
- **Committee Positions**
  - Amanda Stafford self-nominated to be vice chair.
  - Robin Meadows self-nominated to be secretary.
  - The committee voted on this all were in favor, none were opposed, Robin Meadows abstained.
- **Old Business**
  - Brightspace Integration Update:
    Brightspace Integration Update: Several faculty on the online committee are part of the Brightspace Integration pilot. There have been glitches on the Glenville side requiring faculty to enter attendance in both Brightspace and Attendance Tracker for longer than expected. Robin or Amanda will email an update to faculty tomorrow regarding whether dual entry must continue. Jennifer Wenner demonstrated how she enters attendance in Brightspace for the group. The grades and attendance integration will be used in the summer semester with a full launch planned for fall, pending bug fixes.
- **New Business**
  - Quality Matters Discussion: The committee discussed whether Glenville should continue to use Quality Matters. Pros and cons were shared by several members. Jennifer Wenner requested that members research alternative options. Amanda Stafford asked Jennifer to prepare a rubric for comparison of the different options. Amanda also offered to create a Glenville-specific training course based on strong QM components.
  - Online Course Review Form: J.D. Carpenter discussed the need for a form assessing both content and design. The current Online Committee rubric focuses only on course design. Department chairs require a more comprehensive tool. The committee will review the current rubric and propose revisions. Mari will send the draft of the current in-seat course evaluation. Members will bring recommendations to the next meeting.

Adjournment:

The meeting was adjourned at 2:48 p.m. Next meeting will be the 26th of February 2026.