

Online Committee Minutes

3-5-2026, 2:00p.m.

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

Not in attendance: Kieren Poff, Scott Beatty, Trae Sprague, Scott Beatty, Jason Gum, 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 January 2026 meeting.

J.D. Carpenter motioned to approve the minutes Maureen Gildein seconded and none were opposed. The motion passed unanimously.

- **Faculty Observation Form**

The committee reviewed the current faculty observation forms used for face-to-face courses. There was discussion regarding which elements apply to online instruction versus in-person instruction. One challenge identified was determining how expectations for face-to-face teaching translate to the online environment. Because faculty have expressed concerns with the current in-person observation form, the committee agreed it would be best to wait until that form is finalized before adapting it for use in online courses. Amanda then suggested a bottom up approach and asked the committee what they would prefer feedback on in regards to their online courses.

- **Old Business**

- Brightspace Integration Update:

Jen asked about her email regarding automatically adding attendance for institutional absences and changing the column headers from weeks to dates. Both were good suggestions and helpful feedback; however, neither change is currently feasible. Amanda explained that a week-to-date cheat sheet will be provided to faculty to assist with the conversion. The column headers cannot be renamed because the scripts used to pull data are written to reference the existing column names.

- Quality Matters Replacement

Jen has not yet completed the rubric for the evaluation process. However, several topics were discussed, including the workload required to complete the training, whether there are varying levels of training available, and if there is a peer-to-peer component. Additional considerations included whether CTEs or credits are available for completion, how completions will be tracked, whether there are prerequisites, whether the training is project-based or content-based, whether it pairs well with other professional development opportunities, and whether it is engaging.

Amanda suggested possibly polling faculty to gather their feedback. J.D. shared that his goal would be to learn something new or interesting through the training. Maureen began drafting a survey and shared it with the group.

Adjournment:

The meeting was adjourned at 2:44 p.m. Next meeting will be the 26th of March 2026.