The meeting began at 2:00pm.

Topics discussed included:

**Online Evaluation Form**

The final draft of the Online Course Evaluation form was presented at Academic Senate in March and it was suggested that the form be sent to the Dean’s, Chairs & Coordinators for review/feedback. 4 suggestions/comments were received and include:

1. Item # 17 contains a grammatical error. Please revise this one.

2. My main comments/criticisms regarding the online course evaluation are in reference to the one under "Learning Experience" which states, "To perform well in this class most weeks I had to log in two or more times." First of all, online courses should require activity several times a week, not all in one sitting. Secondly, students can "log in" but not participate. In my syllabus I state, "Students who do not sign on by the first week of class, and those who do not submit 2 required assignments/discussions/quizzes will be withdrawn."

   Lesa Hildebrand, M.Ed., M.A.

3. Thanks for the opportunity to provide feedback on the evaluation form. I was surprised to find questions regarding in-class instruction quality, included in past forms, to be absent.

   I feel they should be there, and include key questions such as:

   (1) Does the instructor know the subject?

   (2) Can the instructor effectively communicate an idea, including examples and illustrations?

   (3) Does the instructor encourage class participation, comments and questions?

   (4) Is the instructor responsive, answering questions completely and in an understandable way?

   Bob Parks, ENT 104 Instructor
4. Would instructor availability really fit into the “instructional methods” category. Would something more like activities, videos, PowerPoint etc. enhance this “instructional methods” area? Geoff Hiller

All suggestions were taken into consideration, many implemented into the document. The revised finalized version was approved and will be presented to the Academic Senate at the April meeting.

**Distance Education**

3 website have been added to the TADEC BB Shell: NC Sara, NC-Sara Spring Update 2015, and Midwestern Higher Education Compact.

Marie-Ange asked if the TADEC would send out a survey to the Dean’s, Chairs/Coordinators to help CTE in launching a new faculty development program for this summer. Currently all Adjunct Faculty are contractually required to have a "Blackboard presence" for their face-to-face classes. The purpose of the survey is to find out what everyone’s definition is of “BB presence” to help in creating the learning objectives for this program. The survey will be sent out and include the following:

- How does your department define "presence" in a Blackboard course shell that is used to enhance a class, e.g., posting the syllabus, using the grade center, posting announcements, etc.?
- Please try to be as specific as possible.

Discussion continued about the use of using BB to enhance F2F courses. Jose Munoz commented that from a student prospective, if instructors use BB, students tend to use it more. Marie-Ange stated that approx. 2000 course shells are created each semester, but unsure of to what extent they are being utilized.

**Technology Update**

Humberto briefly discussed the new OA format and will be emailing specific details to each member. On 4/23, from 2-3pm in the Cernan Space Center there will be a demo of the Super Media Globe (high end projector) and how its application can be utilized in the academia.

Network 14 training is in progress and we currently have 34 licenses. CAAP training is also underway.

5 new laptop carts have been purchased. Pat Knol asked about the availability for I Pads for students. Humberto stated that the survey sent out indicated that laptops were requested more than I Pads and should be available for the summer/fall semesters.

**Online Teaching Certification**

The idea was again introduced as to whether the TADEC wants to review the current requirements for faculty certification for teaching online, possibly looking to an “in-house” certification and will be the main topic for consideration for our next meeting. Also discussed was the idea of a mentoring program for 1st time online faculty and will be addressed in more detail at our next meeting.

The meeting adjourned at 3:15pm.

**Tentative April Agenda:**

- “in house” certification for teaching online
- Multi-tiered mentoring program for 1st online faculty