Technical Advisory & Distance Education Committee Minutes

March 4, 2015

2 pm

B210

Attendees: Marianna Desmond, Myrna LaRosa, Marie-Ange Zichner,
Pat Knol, Angelo Arreola, Joe Beuchel, Paul Jensen, Angela Arreola,
George Lam, Mukesh George, Lucy Smith, Hilary Meyer,
Sandra Berryhill, Jose Gustavo Munoz, Regina Hughes, Gabriel Guzman

The meeting began at 2:00pm.

Topics discussed included:

**Online Evaluation Form**

The final draft of the Online Course Evaluation form was presented and some minor changes were made. Gabe Guzman joined our meeting and suggested that the name of the tool be the Online Course Evaluation Scale since the focus of this evaluation tool is for course improvement. There was some discussion as to when and how this tool will be implemented. Paul Jensen commented that it was an HLC requirement that every online course be evaluated each semester. There was some concern regarding the language of the contract supporting this. Marie-Ange discussed the possibility of the evaluation tool being able to be implemented through BB when the time comes.

The final draft will be posted in the discussion forum of the TADEC shell where all members can review and voting members can approve. Once approved, Marianna will present the recommendation to the Senate where hopefully it will be voted upon at the May meeting.

**Technology Update**

Mare-Ange reported that the Notebook 14 training is underway and that 3 members of the math faculty will be covering the training for the Math component. She also commented that Alvin Butler, e-Learning Technology Administrator, is holding training sessions for Collaborate.

**Online Teaching Certification**

The idea was 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. In-House Certification

Thoughts include:

- Using the 7 Blackboard workshops offered through CTE as a model

Questions to consider:
• Who develops these courses
• Who teaches them
• What about faculty that have completed the ION or equivalent requirement

The meeting adjourned at 3:05pm.

**Tentative March Agenda:**

- Technology & OA Report
- “in house” certification for teaching online
- Multi-tiered mentoring program for 1st online faculty
- CE opportunities
- Annual refresher course