

**Curriculum & Instruction Committee**  
**Meeting notes for January 21, 2015**

<b>Present</b>	Ahmad El-Moussa, Jeffrey Grynviski, Patricia Jarosz, Joseph Rankin, Marsha Richmond, Mark VanBerkum
<b>Absent w Notice</b>	Frances Brockington, Victoria Dallas, Pramad Khosla, Fayette Martin, Ryan Standfest, Barrett Watten, Casey Westerman
<b>Guest</b>	Mathew Ouellett

1. Discussion with guest Mathew Ouellett on 'state of art' thinking how to evaluate On-Line classes (Not SET).
  - a. The administration has promised that there would be a plan developed to evaluate the quality of our online offerings.
  - b. How does the administration ensure that online courses are of high quality?

After the introductions, Mr. Ouellett explained to the committee the current thinking of the Office for Teaching and Learning (OTL). They have met with a number of colleges/schools and specifically members of the committee, Patricia Jarosz and Fayette Martin. These meetings were to help the OTL understand what is working and what is not working from different perspectives. These informal interviews are allowing the OTL to begin to develop a set of formative guidelines for On-Line Teaching. A handbook for all. With the goal to launch this campus wide in fall of 2015.

This will take the form of "Help materials" for those wishing to teach on-line. The OTL is using National Level and HLC guidelines. They aim to collect and develop as a resource best practices. These would include

- Blackboard rubric learning management
- U of Maryland "Quality Matters" <https://www.qualitymatters.org/>

In addition to the above, there are still questions such as

- How are we developing courses?
- How are we giving feedback to instructors?

Mr. Ouellett suggested that it might be possible to use the Midterm Assessment Program (MAP) evaluation process as a means to evaluate on-line classes. He noted that no PHD's are taught to teach on-line, yet all universities are pressing to enact these types of courses. Another area that offers potential is with the launch of "Collaborate" on Blackboard.

There were a number of questions specifically on assessment. Do we assess an on-line class the same as normal or hybrid?

It was noted that course assessment needs to have the same criteria no matter the course delivery. Assessment needs to be linked to goals of the course. Learning outcomes need to be the same for on-line and normal classes (HLC).

Suggestions for evaluation included

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- Peer review
- Departmental review
- Certification

There was a general concern that departments are being driven to add on-line classes without the expertise of what needs to be included.

2. Other Guests

- a. We are trying to schedule Monica Brockmeyer and Thomas Fischer for March.
- b. Ahmad Ezzeddine may not be available until April.

JEF  
February 9, 2015