Meeting Notes

26 October 2016 / 3:00 PM / Nursing 200

Attendees

David Lloyd, Jason Huett, Beth Roepnack, Jessica Loiacono, Jennifer McManus, Danny Gourley, Nakita Hogans, Janet Gubbins, Keith Pacholl, S. Drammeh, Sunil Hazri, Tammy McClenny, Mary Alice Varga, Charles Akin, Amanda Baptie, David Haase, Abdollah Khodkar, Bridget Kosiara, Kathy Kral, Ashlee Miller

Agenda

New Business

1. Welcome & Introductions
2. Mission and Goals
3. Updates
4. Questions

Notes

Meeting called to order 3:00 PM.

Introductions

Members were asked to introduce themselves and BethRene’ reviewed the Goals and Missions of UWGO. As a service unit, UWGO cannot create policy, but rather make recommendations that we are then unable to enforce. We can advocate for policy, asking the various departments for feedback and support for proper implementation.

Definitions

A Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of electronic technology courses or training programs. The University System of Georgia recently reaffirmed their position that USG institutions would utilize one LMS. At the system level it’s called GeorgiaVIEW powered by Brightspace (D2L), we call it CourseDen.
History and Scope
Dr. Huett and Janet provided some history of the first steering committee from 1997 and other forms of the group, which formed in 2006. We were happy to see some of the original members as part of this present group.

With the formation of this Advisory Group, members could provide support and feedback to UWGO, while helping to disseminate information back to their respective departments. Additionally, information from their respective departments could be brought back for further discussion.

Dr. Huett further stated mission and vision of UWGO and the Faculty Development Center (FDC). We as UWGO are a service unit. We serve faculty, staff, students in all of their endeavors related to online learning. We often partner with CTL in terms of faculty development. As a service unit, we cannot make policy or enforce it, but we can provide resources and recommendations. Behind the scenes there are dozens of decisions that need to be made with regards to the technical functionality of the LMS, UWGO is called upon to make those decisions. What this advisory group does is allows us a place to bring these issues to a representative group on campus, for instance here’s what we as UWGO think we should do, give us your feedback, you give us weight. This can be difficult, because this is not a voting body. This group can however say we reviewed the recommendations and after consideration determined these solutions/procedures/etc. The end goal is better serve the students! We want to ensure that we are providing the right services to our students and faculty.

The scope of this group could be to:

- Provide faculty, staff, and student guidance when making or implementing technical decisions regarding our learning management system.

- Provide feedback on faculty, staff, and student needs in relation to the LMS that can be shared locally, at the system-level, and with D2L.

- Provide guidance regarding publisher integrations and adoption (or removal) of 3rd party courseware development tools and services that UWG Online should/will offer.

- Provide faculty, staff, and student guidance on necessary trainings, professional development, and student outreach.

Question: Tammy McClenny, once the group makes a decision, where does it go next? Dr. Huett clarified that it would depend on the nature of the request and decision.

Question: Abdollah Khodkar, we can’t make policy. Dr. Huett, correct, but we, in our advisory capacity, can add weight to decisions made. We can make a recommended policy and then provide it to the folks that can make it a policy.
Dr. Huett further explained that at UWG we take a decentralized approach to online learning. He further spoke to the pros/cons to the different approaches. With our current decentralized approach, UWGO can make the recommendations of what is considered best practice or communicate what are the current policies of accrediting bodies such as SASCOC, it is then the responsibility of individual departments to implement and enforce these recommendations.

**Openness of meetings and process**

- Do we want this to be a closed group or have an open invitation for the campus community to join.
  - S. Tijan Drammeh – how manageable would it be to have these as open meetings? Dr. Huett, we would have to stick to the agenda and then allow a forum to ask questions towards then end
  - Tammy McClenny – we can disseminate back to department and then ask faculty do they want to add to agenda
  - David Haase – we could host a town hall, which would allow for the larger campus to join
  - BethRene – if a member is unable to make it, they can send a representative in their place
  - Keith Pacholl – How did the past steering committees conduct their meetings, Janet clarified that during the different instances of the groups, they were both open and closed.
  - BethRene – meeting notes will be shared on our website and the past notes from the old steering committee are presently available on the Effectiveness Data page on our website.

**Updates**

Dr. Huett briefly discussed the current financial audit that is being conducted across the USG and how this could impact the tuition generated from online courses. A decision is expected soon.

Question: David Haase is there a percentage of how many faculty use CourseDen?

- Dr. Huett and Janet Gubbins clarified we can report how many courses are considered 50% or more online, but we can’t track instructor use. Presently, every course has a CourseDen shell created. Faculty could be using their course to house grades or post their syllabus.

Question: S. Tijan Drammeh – how is an online course defined?

- Janet Gubbins explained that it depends on which definition you look at. At the USG there is one definition and UWG has theirs. Additionally, groups such as the US News & World Report have their own guidelines for online courses.

**Integrations**
Sunil Hazari asked if there is a list of publishers or integrations that have received a seal of approval from UWG Online (local) or USG BOR system contracts
   - From the student perspective, they are often required throughout one semester to log into up to as many as 5 different platforms.

Tammy McClenny shared that Nursing uses Shadow Health assessments and Elsevier products and will see if there are vendor agreements in place.

Kathy Kral explained the process by which third party agreements are reviewed: Kathy Kral looks at the security aspect of third party agreements, while Lisa Elliott, reviews terms and conditions. If there are disagreements, Jane Simpson becomes involved.

Question: Danny Gourley - how would new faculty chairs know it’s the department’s responsibility to check on integrations with various publisher products and how would they know about the process of integrations.
   - Dr. Huett explained they probably won’t know, but this committee can come up with something!

Students: What is important to you in regards to using external platforms?
They would like professors to clarify to students whether they need just a book or a bundle. They prefer not having to log in to so many new places. They also expressed that they were unaware that a hybrid or partially online course (such as one that met up to 50% face-to-face) could be considered an online course.

Current Advisory Boards
Advisory boards
   - Janet Gubbins provided information regarding current advisory groups that are available at the state level. Additionally, administrators at Rock Eagle established a working group which has been charged with the “seal of approvals”: integrations/softwares/publishers currently recommended by the USG.

The use of one LMS
Protecting Student data – there is one LMS, it has been reaffirmed that the USG would continue to support. With the increased use of outside platforms, links to these third-party platforms should be included in CourseDen. This allows for the authentication of the student. Further, we need to consider what kind of data is being collected on these platforms and what content are students interacting with on these sites. Grades should not be hosted on these third-party sites. We also need to consider cost.

Question: Mary Alice Varga - is there an evaluation of online courses?
   - Jessica Loiacono clarified that there are two types of evaluations provided to online students: 1. Students are invited to evaluation their course 2. Students are invited to
evaluate their overall experience has a distance education student. Faculty are also invited to complete the Distance Education Survey. Results from the Distance Education - Student responses is located on the UWGO website.

Summary

- Protecting student data
- Language pack - this came from D2L Brightspace and we must update to this. It will be implemented at the end of the fall semester for Spring 2017. We will make a campus announcement soon.
- Integration requests
- Standardization vs innovation regarding the use of new technology and systems

Establish the meeting time – BethRene confirmed with the group the time of day appeared to be the best for everyone and would send an email for the next meeting.

The meeting adjourned at 4:10 PM.

Action Items

1. Send meeting notes and links to the agenda
2. BethRene to send out invitation to the next meeting

Next Meeting Agenda

1. Approve 10/26 meeting minutes
2. Integration Requests and Recommended Integrations
3. Innovation vs Standardization

Important & Helpful Links

Faculty Development Center
DDEC Steering Committee
Effectiveness Data
Evaluation Data (Survey Data from DE Student Survey)
Technology Requirements with information on privacy data