



**Online Quality Council Meeting  
Thursday, August 23, 2018  
1:00 p.m.**

**Minutes:**

**Update report from Distance Education task force**

- All the equipment is same to all center locations
- Ensures communication between the centers is maximized
- 90% of faculty have been trained with zoom (those who utilize)
- We still have Bluejeans but have gotten rid of all Tandumberg system
- High schools we teach to have been met with by JSCC Distance Ed. Staff
- TBR standards have been discussed
- Ticketing system will be changed to another method
- Plans are to follow up with faculty with emails
- Did ask for a CRN numbers for courses when there is a problem
- New Banner in the fall will fix this problem
- Standard for proctoring tests—currently we can't say we can proctor all tests due to limitations of staff/facilities for this. Electronic proctoring is an option in the future; need to work with faculty to identify how to do this.

**Discussion questions for focus are listed below:**

1. Online Course Development

A. New Online Course Development

- Fire Science—Tom Pigg; needing to put those courses online (n=15 approximately); Hybrid will be used currently; may need to request one time total program development funds. Mentioned that there were some courses heavy on Hybrid and could transition completely to online eventually. TN Reconnect as needing more online also. Maybe Vivian and Tom get together related to discussions for how much we need to put back and when those courses need to be developed. Future courses need to be developed by our CRMJ faculty.
- CRMJ—Some over the next 3 years perhaps with Hybrid online options
- May need to be better course alignment and tracking (e.g., can a student be full time being 7 week courses) –related to number of hours the students are taking at a time.
- Definitions regarding Revisions and Maintenance means

- Consideration of one discipline faculty, but multiple adjuncts teaching; weight of that for
  - Suggestion for need for a policy from a sister school
- B. Online Course Redevelopment
- C. Online Course Revision
- D. Online Course Maintenance
- Any discussions need to come to the dean of reimbursements
  - New policy development
  - Next online quality meeting will look at that policy specifically and be a workgroup to make changes if needed
  - FC will need to help to look at the revisions
  - Discussed grandfathering if relevant
  - Will recommend to Dr. Hamilton
- E. Online Course Assignments
- F. Online Course Development Contracts
- G. Course Redevelopment Cycle
- H. Course Review/Approval
2. Faculty Compensation for Course Maintenance and Course Development
3. FYI – Meeting of Faculty Taskforce for Distance Education – August 23, 2018,  
11:00 a.m.