

Distance Learning Committee
Meeting Minutes – Nov. 15, 2017

Members in attendance: Georgette Dumont, Debra Wagner, Bryan Knuckley, Chiu Choi, Lisandra Carmichael, Claudia Sealey-Potts, Sean Davis, Deb Miller, Suzanne Ehrlich, Parvez Ahmed,

Guests: Patrice Kapcio

Deb Miller called the meeting to order at 11:05 a.m.

Miller noted that a quorum was present. Members voted unanimously to approve the minutes from the October 2017 meeting.

Miller provided an update on recent BOG and FLVC statewide meetings related to distance education initiatives. Members discussed the impact of some of the statewide initiatives and UNF's institutional representation on the statewide groups. Miller reported that she volunteered to participate in a statewide committee that is working toward state licensing contracts and other initiatives related to proctoring and will share updates from those committee meetings with DLC members. Other UNF faculty/staff (Ehrlich/Holt/Kapcio) are also serving on workgroups.

Members discussed the recent change in maximum points (from 10 points to 7 points) for the BOG metric that is based on the percentage of undergraduate full time equivalent (FTE) students enrolled in online courses. Miller reported that she and Dr. Dan Moon had meetings this fall term with college deans and chairs about distance learning course and program offerings in general, and from those conversations created a rapid development opportunity for faculty who had already completed the TOL training. 13 courses have been identified to date that will be developed for spring to help increase points for the metric.

The committee discussed the development of standardized support for large-enrollment DL courses.

Subcommittee on Strategic Planning - Dumont reported that the group had identified focus groups to meet from November through January with Dumont as facilitator. Invites are expected to go out to random participants within the next two weeks. Information gathered from the focus groups will be used to inform the development of a campus-wide survey related to distance learning.

Subcommittee on Proctoring – Davis indicated that the discussion of this group has focused on 4 areas: (1) Proctoring choices; (2) Proctoring for hybrid courses; (3) Development of a survey; (4) Testing Center. He will send additional bullet points/information for distribution to committee.

New Business

- Carmichael reported that the vacant online learning librarian position has been filled. She indicated that the new librarian will begin working at UNF on Nov. 20 and will attend next month's DLC meeting and she will no longer attend. He also will take Carmichael's place on the Strategic Planning subcommittee.
- Miller reported that the office of Institutional Research recently completed work on a new set of DL data dashboards which will replace the existing dashboards on the distance learning webpages. Members agreed to invite IR director Abby Wilcox to the December meeting to talk about the new dashboards.

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- Miller reported on the university's timeline for budget development for fiscal year 2019 and requested input from the DLC in the development of the DL Fee budget by the end of December. The drafted DL Fee budget for FY2019 will be available for discussion and additional input at the January or February 2018 DLC meeting. The Auxiliary Oversight Committee budget hearings are scheduled for April 2018. She reminded members that individual/departments requests for support for the development and delivery of distance learning initiatives from the Distance Learning Fee budget may be made at any time using the form on the DL Fee webpage. She will send the link to members for easy reference.

The next monthly meeting is scheduled for Dec. 6 at 11 a.m. in the Academic Affairs conference room.

The meeting was adjourned at 11:57 a.m.

Approval date: 12-6-17

Chair Deb M