

Distance Learning Committee
Meeting Minutes
Feb. 21, 2018/Academic Affairs Conference Room

Members in attendance: Georgette Dumont, Debra Wagner, Bryan Knuckley, Chiu Choi, Dan Feinberg, Claudia Sealey-Potts, Sean Davis, Deb Miller, Suzanne Ehrlich

Guests: Megan Lichty, Dan Moon, Patrice Kapcio

Deb Miller called the meeting to order at 12:00 p.m.

Miller noted that a quorum was present. Members voted unanimously to approve the January 24, 2018 meeting minutes as corrected.

Canvas Update – A written update on the LMS was submitted by Ross Bell and distributed to members via email on Feb. 20, 2018. Bell was unable to attend today's meeting. Miller noted that the LMS team is discussing a concern that was brought forward at the January meeting about students who may be relying on Canvas course communications rather than official UNF student email communications. The LMS report will be posted the report as a supplemental item on the website.

DL Fee Budget

A planning sheet outlining the proposed DL Fee budget for FY19 was distributed to members via email on Feb. 20, 2018 and Megan Lichty distributed hard copies around the table. Miller provided members with an overview and information on five of the line items with notable changes in funding compared to the previous year:

1. Line item 6 - two new positions: a Quality/Assessment position to provide course review support to meet increased expectations from the Board of Governors strategic plan for online education and an Enrollment Services position to provide enrollment services support specific to DL students (ex. financial aid).
2. Line item 14 - increased support to the colleges for other possible initiatives/proposals in addition to the annual distribution for academic coaches for DL courses.
3. Line item 19 - increased Faculty Development Grants (stipends) for course development and review in line with the Board of Governors strategic plan for Online Education.
4. Line item 28 - increased QM implementation allotment for additional costs associated with training and course development
5. Line item 51 – an increase in the LMS and Associated Systems allotment for the full 24 hour support from Canvas.

Members discussed funding for a testing center and Dan Moon noted the lack of support for such an initiative at the institutional level after the recent closure of the existing testing center. A question arose about the number of CIRT employee salaries that are paid from the DL Fee and Miller reported that for some CIRT staff such as instructional designers and course media developers, the budget funds 100 percent of their salaries. However, for other CIRT employees, salaries are only partially funded by the DL Fee budget. Miller reminded members that any budget requests or feedback should be submitted prior to the Office of Budget & Planning's March 2 deadline.

Subcommittee on Strategic Planning – Georgette Dumont reported that the subcommittee is analyzing the data collected from the focus groups and starting work on the surveys.

Subcommittee on Proctoring – Sean Davis asked the full committee members for their feedback on proctoring services in their courses to help inform the subcommittee's work on a survey for faculty.

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New Business – Members had no new business.

The next monthly meeting is scheduled Mar. 28 at 12 p.m. The location is the Academic Affairs conference room.

Adjourned at 12:52 pm

Approval date: 4-26-18

Chair 