Meeting called to order 3:09 pm
Roger mentioned meeting officially called to order at 3:45 as quorum wasn’t met until 10 members were present.

Approve March 3, 2010?
Motion to approve: Raleigh
Second: Andrea
Approved.

Reports & Updates

- Online Syllabus (Bethany Schaarschmidt)
  - Demonstration by Bethany about what should/could be in the online syllabus as the structure of online classes is unique.
  - Bethany: mentioned the idea would be to develop a template that we could use going forward acknowledging that the fundamentals may change as we move away from Angel.
  - Tom: mentioned the sample that Bethany has was a template compilation that was survey built that would benefit new instructors as they wouldn’t have to create something from scratch.
Raleigh: mentioned that it may be beneficial to call a syllabus a syllabus uniformly rather than a ‘first day hand-out’, or a ‘first class hand-out’ etc. Tom mentioned this could be an issue that is better for the Academic Senate.

Bethany: Items to include?
- Name
- Title
- Contact (phone, email)
- Office Location
- Suggested Text
- Course Description
- Course Objectives
- Requirements, prerequisites
- Tentative schedule
- Minimum login patterns (Attendance policy {may be better stated as Participation Policy})
- Penalties for non-participation (make note of the word may rather than will)
- Grading policy and where points come from (discussion boards, final, extra-credit etc.)
- Exam policy
- Academic Integrity
- Disability policy
- Miscellaneous (perhaps most important?) When you can contact instructor, when instructor will read emails etc.
  - Instructor ability to block access ‘Because…’

Lenore: mentioned there may be a difference between what could be included, vs. what must be included. There is a possibility that the suggestion may be taken as gospel and it may not work or fit well for some instructors.

Tom: on the sample, anything mandatory was clear-cut i.e course description, optional items were given as examples.

Lenore, note that technical requirements are likely to change as we move away from Angel.

Cindy: notes there will be a technical aspect (or portion) of the syllabus will always be relevant.

Lenore: note there should be a portion dedicated to technical readiness.

Sharon: should be a good reflection of the class (in a snapshot) so students know what to expect.

Tom: wonder if would be prudent to put together a small group of faculty to develop the template? Bethany will supply notes to Tom to facilitate the development.
  - Roger, what is the goal of the group?
  - To come up with the document and then have something to recommend to new instructors.
Cindy: another thing with technical requirements is to have an explanation and contact ability regarding the Help Desk. Maybe something that explains what HD can and can’t do? i.e. obvious browser issue is HD related whereas a link in the course is an instructor issue.

Lenore: what about a checklist approach?
  - Tom, because the sample language isn’t there.
  - Lenore, what about both?

Cindy: Tom, the goal here is to have samples, this isn’t an attempt to homogenize the syllabus, but rather to have a contract with students that is sensible and consistent.

Sharon: didn’t see a statement about ‘subject to change’ or ‘at instructors discretion’.

Volunteers for faculty group?
  - Bethany
  - Lenore

**Moodle Update** (Doug Meline)
- Met with Moodle and have a proposed, cost based contract that needs to go to Joe Wyse for approval.
- Budget dollars are secured.
- First year we have ‘500 users’ (minimum block is 500), once we are done testing, we’ll bump to ‘7,500 users’. We are taking a guess as to what the numbers will be.
- Both instructors and students will be single counted user.
  - A user is a person who has access to Moodle no matter if (s)he uses Moodle one class or they take 10 online classes.
- Implementation cycle will begin in fall, 2010.
- We will be full-blown to Moodle in June 2011.
  - Doug discussion about migration, moving from one system to another:
    - We’ll be able to take Angel classes and back them into the Joule system to implement but Cindy won’t be there to oversee the content.
    - We’ll have a few pilot instructors and other ‘key’ faculty folks that will cross-train others. We do have some folks that will need additional attention and we don’t have resources to be able to train with a great deal of detail.
- Raleigh: how many users do we have now?
  - Doug/Cindy 5,500
- Doug: discussed the way the blocks work. We may purchase a new ‘block’ of available users if we have many waitlisted students. On the other hand, if there is one person who can’t get an online class due to all the blocks being full, we may need to tell a student ‘no’ this semester. That is just being fiscally prudent.
Lenore: does having the site hosted take any pressure off Cindy?
  - Doug, not really. It changes the way the ‘emergency’ calls go through, but not really Cindy’s duties.

Cindy: a Webinar will be held for Moodle on Friday, April 9th, at 11:00 in room 209 if anyone is interested in attending.
  - Be able to see the way Moodle interacts with Datatel

Cindy: because this is Joule not Moodle (we need to get off the mindset that this Moodle) we will have internal student emails.

Bethany: do we know when training will be available for Joule?
  - Doug: no.

Bethany: is there going to be required training for Joule?
  - Tom: not at this time, but as training comes available, it will be a good idea to refresh as the ANGEL training we had globally will be three years old by that time.

Tom: we need to be careful of the classes we choose as with 500 users we may want to use discretion (maybe sequential students may be better choices?)

- **Co-Chair Update (Tom Orr)**
  - **Ad-hoc committee work…**
  - There has been a question about computer competency for online students. There has been some discussion that we may be able to implement a program that becomes official.
  - Maybe *eventually* have a computer competency test tied to the mechanical components within the class. (i.e. copy, paste, attach etc.)
  - Lenore: with the curriculum this would be something we can look at in fall 2011?
    - Tom: right, but we have many other things to deal with before we cross that bridge. i.e. Title 5

Meeting adjourned 4:19 pm

Next meeting: Wednesday May 5, 2010

Respectfully submitted April 7, 2010, Anthony Eckhardt