



Online Learning Advisory Committee (OLAC)

Meeting Minutes

November 14, 2016

Members Present: Cat Schleichert, Melissa Gonzales-McNeal and Linda Vigesaa

Absent: Janie Griffin, Mary Girsch, Peter Cunningham and Rod Barker

Guests Present:

1.	<p>Approve April minutes Approved, Cat motioned to approve, Mary second Linda pointed out action items that need continued discussions/follow-up:</p> <p>Test proctor</p> <ol style="list-style-type: none"> 1. Mellissa will talk to senate about test proctor and bring back some names for proctor pilot 2. Orientation update 3. LMS RFP will be for future discussion and consider if we want to move forward soon or pushout so we can work on current projects <ul style="list-style-type: none"> • Proctoring test action items <ul style="list-style-type: none"> • move agenda item to this next year's OLAC discussion in January 2017 • Mellissa verify if the same people want to move forward with a piolet. • Look at venders and demos and shoot for spring implementation
2.	<p>Charter / Goals for FY 16/17</p> <ol style="list-style-type: none"> 1. Find original charter <ul style="list-style-type: none"> • Discuss updates needed during our next meeting • Review contract to ensure we are in compliance <ul style="list-style-type: none"> ○ The full-time faculty contract states DLAC and we are now called OLAC. We need consistency. The name can be changed through the Contract Maintenance Committee (CMC)

	<ul style="list-style-type: none"> • Meeting Schedule – The group has been scheduling meetings monthly during the term, though some meetings are often cancelled due to schedules. The group suggested going back to planning on one meeting per term as stated in the contract since realistically that has been proving to be the practice. <ul style="list-style-type: none"> • Add this to the agenda for the next meeting which will be scheduled in December due to low turnout at this meeting. • Propose that we plan for one meeting per term up to 1.5 hours when needed. • Additional discussion can be accomplished through email between meetings as needed. <p>Focus items:</p> <ol style="list-style-type: none"> 2. What do we want to accomplish? <ul style="list-style-type: none"> • Review online learning changes and continued liaison with faculty and faculty senate • Revisions with on online academy: what are the revisions and what are the plans of revisions. • What is OL defining as changes to faculty certification aka faculty academy <ul style="list-style-type: none"> ○ People are using different terms for the same thing. We all need consistency ○ Faculty academy is in the Full-time Faculty Contract. If we want to change the name we will need to take it to CMC • Outline proposed changes and bring to OLAC for consideration/discussion. • • Action Items: <ul style="list-style-type: none"> ✓ Cat will bring the proposed changes to our January meeting ✓ Address name change to senate DLAC vs OLAC 3. QM rubric will be in the proposed changed faculty certification <ul style="list-style-type: none"> • Not just changing for new instructors but also continued training for certified instructors <p>Agenda item:</p> <ul style="list-style-type: none"> ✓ Topic Quality Matters/faculty development • Develop a peer review process where faculty are reviewing other online faculty's courses • Action Item: Cat will work with Melissa and prepare a document with the proposal to review at a future OLAC meeting.
3.	LMS direction

	<p>Suggested this as a discussion item for the next meeting: OLAC's direction last year was to continue with our existing two LMS's for at least another year to be able to assess enhancements/upgrades in both Blackboard and eLearning since both products were introducing new functionality. The decision had been to revisit the possibility of an LMS search after a year or so. Questions have recently come up from Faculty Senate regarding our LMS direction. OLAC will discuss and put forward a recommendation.</p> <ul style="list-style-type: none"> • Discussion items regarding an LMS search? <ul style="list-style-type: none"> ○ What would we be searching for? What functionality is lacking in the two systems we have? ○ Would the college/faculty support standardizing on one LMS? ○ When do we feel OLAC, faculty and the college would be in a position to support the resource time required for this? <p>Cat and Melissa brought up that faculty are trying hard to get their materials ADA compliant in Blackboard. If we ask them to make their materials ADA compliant in a new LMS, this may be a significant challenge. Linda proposes we have this discussion at the next OLAC meeting.</p> <p>Present this in December.</p>
4.	<p>Quality Matters (QM)</p> <ul style="list-style-type: none"> • Take some of the rubric and match them to what we are doing. • If you're an instructor in OLAC, would you be willing to attend some of the training • Hold information sessions • Plan how to roll this out and how we proceed to introduce to faculty • Engage TLC
5.	<p>Misc. Discussions:</p> <ol style="list-style-type: none"> 1. Committee membership Linda will ask Marilyn if there is a part-time faculty member willing to serve on this committee. 2. At the start of the meeting, the group discussed whether the meeting should be cancelled and rescheduled due to low attendance. Decision was made to have some initial discussion and planning with the goal to have another meeting in December with more participation. The group did not feel that this meeting alone was sufficient to meet the contract goal of one meeting per term. <p>Offer phone-in option to committee members</p>
Adjournment – 2:00 PM	

	NEXT MEETING: December 12, 1:30 – 2:30 pm, Board Conference Room
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Recorder: Vickie Stom