



Online Learning Advisory Committee (OLAC)

Meeting Minutes

June 9, 2017

Members Present: Cat Schleichert, Melissa Gonzales-McNeal, LaVerne Lewis, Megan Dugan, Mary Girsch and Peter Cunningham

Absent: Janie Griffin, Linda Vigesaa and Rod Barker

Guests Present:

1.	ADA – Online Course Accessibility Review – Cat/Melissa Clean up files by the end of SP17. Summer will be a good time to clean files as well.
2.	Test Proctoring Pilot Update - Cat/Melissa <ul style="list-style-type: none"> • For the pilot four-fulltime instructors and two part time instructors were invited to use the new service. <ul style="list-style-type: none"> ○ Susan Spenser had four students use the proctor ○ All concerns were able to work through • Develop an instructional sheet and tutorial video for students and instructors • The cost will be \$15 per exam • Cat will send a updated email to faculty • Tests can be administrated at any time 24/7 and proctors will be available at any time as well. • RP Now by Software Secure is the test proctoring company <ul style="list-style-type: none"> ○ connected into blackboard.
3.	Goodbye to the DEV shell - Cat Reason: everyone wanted something different <ul style="list-style-type: none"> • Blank shells will be available as soon as the schedule is up • Instructors can do it their self with five clicks anytime they are ready • This new process will give control back to the instructors and can build it on their timeframe • Cat demonstrated how to copy shells during our meeting • The last five terms will be left up

	<ul style="list-style-type: none"> • If you feel you need assistance for any reason, call OL and they will assist you • The system is always backed up <ul style="list-style-type: none"> ◦ If an instructor accidentally deletes important information, OL will retrieve it • The system will provided instructors a warning prior to deleting • Email and tutorial are drafted and will be communicated to all OL instructors • Cat will send email out during finals week • Suggested for in-service training <ul style="list-style-type: none"> ◦ Cat has requested too many in-service activities already and getting pushback that there is not enough room for this training ◦ TLC trainings will be scheduled during FA 2017
4.	<p>QM Update – Cat</p> <ul style="list-style-type: none"> • Cat sent an email out suggesting to sign up for a rubric, nine instructors responded and will be attending including three to four part time instructors • Next year will be the QQM is a professional development opportunity • Roll out next year will be the QM roll out which will include some faculty and TLC • Will be added to Faculty Academy • QM courses will have the QM stamp of approval in the college catalog and term schedules • The Peer Review will be online • These reviews will help with our internal alignment tasks, making it much easier once you have the peer reviews in place • Alignment in blackboard has already been put in • Early warning system built in
5.	<p>Misc:</p> <p>Availability of the OLAC team throughout the summer:</p> <ul style="list-style-type: none"> • Peter traveling but available virtually • Wednesday, . , outlook meeting to come all calendars are up to date. • Faculty academy next agenda. • Everyone’s outlook is up to day except Mary’s • Mary will be around M – R from 9 am – noon <p>✓ Cat will schedule our next meeting</p>
Adjournment – 3:13 PM	

	NEXT MEETING: TBD
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Recorder: Vickie Stom