## 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:**

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| 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  
- For the pilot four-fulltime instructors and two part time instructors were invited to use the new service.  
  - 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  
  - connected into blackboard. |
| 3. | Goodbye to the DEV shell - Cat  
Reason: everyone wanted something different  
- 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 |
• If you feel you need assistance for any reason, call OL and they will assist you  
• The system is always backed up  
  o If an instructor accidently 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  
  o Cat has requested too many in-service activities already and getting pushback that there is not enough room for this training  
  o TLC trainings will be scheduled during FA 2017  

4. QM Update – Cat  
• 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 QM 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. Misc:  
Availability of the OLAC team throughout the summer:  
• 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  

✓ Cat will schedule our next meeting  

Adjournment – 3:13 PM
NEXT MEETING: TBD

Recorder: Vickie Stom