

## Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.  
Statutory committees are required to maintain formal minutes.  
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: C41

Chairperson/Responsible Contact: E. Wiley

Purpose of Meeting: Live text / Blaz review / Quality Measures

Date: 4/28/15 Time: 10:30 Location: Rm.

Departments/Groups/Agencies Represented: E Learning (Amanda King <sup>Spezzano</sup> EW, SD, EH, LS, LL, DK, HF, DD)

Primary Outcomes: Faculty Senate charged with 2 - data needed - VSU  
SD - Changing SDI - system/form - needs total # online courses sessions

= Sessions / courses & Hybrids - How many unique instructors for these classes (for last year)  
- 4 courses being developed this summer. Instructors will develop well & receive a stipend for their work. E Learning has a Developmental area for creating the new IT courses. Have open access for those working on the courses. SD has developed course template to use. (Will need Program Shell)  
Amanda - presented QM information - Focus on alignment - obj. activities - assessments - Teach course 2x prior to QM review. Official Reviews have a fee. LS/SD design new courses and submit for Official Review to get QM seal for courses in new program.  
EW, CI Repository - have everything up to date by beginning of FA 2015. Instructor keep courses information current / Prog. Coord. make sure program is up to date. LS - Add Advising Sheets

Actionable Items/Planned Follow-up: I. Establish Developmental Area / Program Shell for new IT program. II. Build courses this summer. III. Submit courses for QM Official Review. IV. Investigate Prof. Dev. for peer reviewer / serve a SME on peer review team. V. Request an advanced session on Collaborate - Vince E Learning.

→ concern over privacy of student records if use Google Docs - Herb taking on scheduling classes  
→ LH / EH suggestion to edit syllabi using sample phrasing for course evaluation / Live text Submission / Required

HF - need info on what is required in Live text for each course - suggested building a table by program / EW indicated this may be found in the Repository - Needs update  
- LS - form that shows new assessment plan -  
- HF - Obtain list of IT APPS P-12 students to determine who submits (760 7500) 11/15/2012 assessment to Live text.