**Faculty Senate Online Committee**

**Meeting Minutes 11/09/2016**

In attendance:

Joseph Cilli (Chair) - HTM

Peter Clarke – CEC, SCIS

Shane Landrum – SIPA, History

Ana Luszczynska – CASE

The meeting started at 10am.

Recorded events (lectures/seminars/talks/panels)

* It was stated that students in fully online programs and those students who are not available to attend in-person speaking events would like to have access to these events. The question was then raised regarding the availability of such events online. Based on the feedback from the committee members there was no mechanism to record such events thereby providing access to students at a later time.
* The committee agreed that a proposal should be made at the University level or to UTS to record speaking events, post them on a streaming server and make them available to the university community.
* Concerns/issues regarding providing students access to recorded events:
  + There may need to be an online sign-in sheet for viewing the online event.
  + If students know the event is online why would they attend the face-face event?
  + Should the content be ADA compliant?
  + Recording the events would support building a repository of videos for such events.
  + How to handle students who take some online classes and some face-face classes.
  + Some departments already record invited lectures/seminars/talks/panels. There needs to be a plan to consolidate these recordings.
* System requirements
  + If a student is registered for an online class then the event is made available online through their online learning management system.
  + Events should be enabled by course instructor
* **Action Item:** The chair of the committee will speak to Carlos Varona from Panthersoft regarding students taking online classes to determine if controlled access can be provided to online students allowing them access to the online video content.

Online courses (Need documents for the appendix)

* Question raised during the meeting: “***How to differentiate between high quality online courses and low quality online courses?***” Students frequently complain about the low quality online courses.
* The online committee should develop standards for the delivery of online courses. These standards should be enforced/administered at the unit level. These standards should include the following:
  + Structure of the course content, including syllabus, assigned readings etc.
    - Students should not have to re-learn where everything is in the LMS (Blackboard/Canvas/Moodle).
    - There should be weekly folders with objectives, content, activities
  + Define timelines for course development (see FIU online course development material)
* Some issues with developing high quality courses
  + Some adjuncts teaching courses with late notice not able to develop high quality course.
* Examples of quality online course development
  + Pearson and ASU – Pearson controls all the ASU online development
  + Pearson and UF deal fell through
  + Instructional design department at Pearson has talented employees (some employees with PhDs in instructional design)
* Resources for developing quality online courses
  + Conquering the Content: A Step-by-Step Guide to Online Course Design, by Robin M. Smith
  + FIU’s hybrid course training materials contains some of the ideas from “Conquering the Content”
  + There needs to be a set of exemplar courses stored in a central repository that can be accessed by the faculty. The committee considered having exemplar courses as very important to developing high quality online courses.
* FIU should provide incentives for faculty to develop quality courses, e.g., FIU Exemplary Course Award
* Online course evaluation
  + Online evaluation should be at the unit level
  + There may need to be parts of the evaluation that are discipline-specific, different disciplines may have unique components for their courses.
  + It may be necessary to focus the modules in the course around weekly content rather than per lecture.
* Each department should have a resource person, who is a faculty member, and is in regular contact with FIU Online. This faculty member can encourage/assist other faculty in developing online courses.

**Action Items for next Meeting:**

* Review documents and provide thoughts on best practices.
* Follow up on the recording of the events (Chair) (see above)

Next meeting will be held during the week of Jan. 23rd.

Meeting ended at 11am.