

**Online Learning Advisory Committee**  
**Minutes from**  
**September 13, 2016, Stevens Hall 104, 2:00 pm.**

The meeting was called to order by Dr. Jill Simpson. Those present were:

Dr. Linda Austin  
Mr. Andrew Barton  
Dr. Andrea Hunt  
Ms. Diane Kutz  
Dr. Marilyn Lee  
Dr. Natasha Lindsey  
Dr. Lamont Maddox  
Mr. Derek Malone  
Ms. Prema Monteiro  
Mr. Ron Patterson  
Dr. Craig Robertson  
Dr. Jill Simpson  
Ms. Stephanie Mohr (recognized proxy for Ms. Lynn Underwood)  
Mr. John McGee

**Minutes & Agenda**

Agenda for current meeting was amended to have vice chair elections as the first item. Ms. Prema Monteiro was nominated by Dr. Craig Robertson, and was unanimously approved as vice chair for the 2016-17 academic year. Minutes were approved from the April 28th meeting with no corrections.

**Old Business**

**Captioning** –A working group was formed to outline the process for implementing the issues presented in the Course Captioning memo sent to, and reviewed by Shared Governance Executive Committee (SGEC). The working group will include a representative from each College, Educational Technology Services (ETS), Student Government Association (SGA), Library, and Disability Support Service (DSS), as follows:

College of Arts & Sciences - Dr. Craig Robertson

College of Business - Ms. Diane Kutz

College of Education and Human Sciences - Dr. Lamont Maddox

College of Nursing – Dr. Marilyn Lee

ETS - Dr. Natasha Lindsey

DSS – Dr. Mary Bowers

Library Faculty - Mr. Derek Malone

SGA - Mr. Andrew Barton

### **New Business**

**Spring Online Learning Conference** – A working group of Dr. Craig Robertson, Dr. Jill Simpson and Dr. Andrea Hunt, was formed to plan for the Spring Online Learning Conference. Dr. Natasha Lindsey suggested that a survey be created and sent out to determine topics that would interest attendees.

**Availability of online courses** – Mr. John McGee raised the issue of several online courses not being available to students even a few days after the official start of classes.

**Meeting adjourned at 2:40 pm.**