

**Online Learning Advisory Committee
Minutes from
December 2, 2015, 3:00 pm.**

The meeting was called to order by Dr. Craig Robertson. Those present were:

Dr. Alejandra Alvarado-Brizuela
Dr. Larry Bates
Ms. Jill Englett
Ms. Diane Kutz
Dr. Marilyn Lee
Dr. Natasha Lindsey
Mr. Derek Malone
Ms. Prema Monteiro
Dr. Craig Robertson
Dr. Jill Simpson
Dr. Christopher Stopera
Ms. Lynn Underwood
Dr. Ryan Zayac
Dr. Mary Bowers
Dr. Linda Austin
Mr. Ethan Humphres
Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting. Minutes were approved from the November 4 meeting.

Old Business

A motion was made to hold the Spring Distance Learning Conference for March 3, 2016. There was some discussion about whether this would be an appropriate date. An amended motion was made to revise the date. It was agreed that the optimal date would be March 2, 2016 and as a backup we could look at February 24. If neither of those work, we will leave the date as March 3. The amended motion passed. Mr. Malone will check on those dates and get back to the committee with a confirmation. Upon confirmation, Dr. Robertson will send out a "Save the Date" email to all UNA faculty before the end of the semester.

Additional discussion took place regarding the format of the spring conference. The sub-committee members, Ms. Diane Kutz, Dr. Natasha Lindsey, and Mr. Derek Malone met and, based on recommendations from prior committee meetings, they came back with a structure to have a keynote speaker, lunch, and afternoon break-out sessions that could be repeated to accommodate different schedules. After much additional discussion, the committee agreed that due to time constraints, it would be better to plan a more simple spring conference to include 2 keynote speakers and lunch. One keynote speaker could speak from 11-12. Lunch would take place from 12-1 (with Canvas representatives on hand for Q&A), and then a second keynote speaker from 1-2. The first keynote could be a representative from Canvas to talk about the “10 most”something. The topic would be something interesting that faculty would want to hear (such as 10 most underutilized features in Canvas, etc.). The second keynote could be a friend of Ms. Jill Englett who is employed by Troy and gives presentations on how to take Virtual Field Trips in a course. The sub-committee will fine-tune the structure of the conference and we will discuss again when we return in January. It was discussed whether we wanted to limit the number of those who could attend lunch in an effort to stay on budget. The general consensus was that the number of lunch participants in the past indicated that the budget would not be an issue so there was no need to limit the number of participants. The VPAA’s office has agreed to cover the cost of lunch based on the estimated cost we provided.

Dr. Mary Bowers gave a brief overview of our discussions concerning captioning. She will come up with a draft document of requirements to send to the committee so the committee could then draft a memo to Shared Governance as discussed in the November 4 meeting.

Technology training for faculty was not discussed at this meeting, other than to make sure it was still on everyone’s radar. We will come back to this in a future meeting.

New Business

Dates/times for our Spring OLAC committee meetings were discussed. Everyone agreed that alternating days would help accommodate varying schedules. It was agreed that a

Doodle Poll would be sent out so that everyone would indicate their availability before finalizing a meeting schedule.

Meeting adjourned at 4:15 pm.