

**Online Learning Advisory Committee
Minutes from
November 4, 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
Dr. Ryan Zayac
Dr. Mary Bowers
Dr. Linda Austin
Mr. John McGee

Minutes & Agenda

A motion was made to append the Agenda for the meeting that would change the title Distance Learning Advisory Committee to Online Learning Advisory Committee. The motion passed. A motion was passed to accept the Minutes for the meeting.

Old Business

The Section 5.1, Credit Hour Policy, verbiage suggested by the OLAC committee will be presented to Faculty Senate on November 5, 2015. OLAC suggestions pertained to current terms and definitions differentiating online, hybrid (or blended), and traditional courses.

OLAC members Mr. Derek Malone, Mr. John McGee, and Dr. Craig Robertson met during October to discuss possible ideas for our Spring conference. They offered the following ideas:

1. Traditional conference with a keynote speaker before lunch and then breakout sessions organized around student and faculty interests after lunch.

2. Traditional conference organized around faculty and student led sessions, much like the Spring 2015 conference.
3. Brownbag lunch meetings focused on a variety of relevant topics.

A fourth suggestion came up during the committee meeting:

4. Have a Distance Learning Day (similar to the current Research Day). Set up tables for demos of successful online courses and online research. Possibly provide boxed lunches.

Funding was discussed as to where money has come from in the past years to cover the cost of hosting this conference and how we will continue to reach out to these sources for funding. It was duly noted that the years that Keynote Speakers were involved, our attendance was greater.

The general consensus was that it would be nice to have a keynote speaker, then boxed lunches, then an exhibit hall for a total conference time of around 10am – 2pm. The exhibit hall would include representatives from all departments across campus. Volunteers from the committee were solicited to continue developing these plans. Ms. Diane Kutz, Dr. Natasha Lindsey and Mr. Derek Malone volunteered.

New Business

Dr. Mary Bowers discussed the issue of captioning audio/video components in an online course. She stated that it may become a requirement by law, although an implementation date has not yet been provided. She mentioned a lawsuit from the Summer 2015 in which Harvard and MIT were both offering free online classes and both were sued for not providing captioning in the courses. She stated that ADA is more interested in frame-by-frame captioning, rather than a separate transcript being included as an alternative to audio/video. Options for implementing captioning at our institution may include professors captioning their own courses, outsourcing the captioning process to 3rd party vendors, or hiring student workers to complete this task. There are currently about 15 students enrolled at UNA with a hearing disability.

A motion was passed for Dr. Bowers to send the OLAC committee a list of current ADA Standards regarding accessibility, and then for the committee to draft a memo to Shared Governance stating our concerns and what it would mean for the University if/when captioning becomes a requirement by law. This memo should include the following:

1. Problem Statement
2. Terminology
3. Minimum Standards
4. Technology (popular options)
5. Faculty Requirements
6. Resources for Compliance
7. Recommendations (optional)

Dr. Natasha Lindsey asked to clear up some miscommunication across campus. At this time, the University does not have a site license for testing. Additionally, the Distance Learning office does not enter online courses across campus to monitor faculty activity or file placement. If a department or college mandates that a course be set up in a certain way or that certain things be provided in the course, then that is between the department/college and the faculty members.

Meeting adjourned at 4:00 pm.