

Online Learning Advisory Committee
Minutes from
January 28, 2016, 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. Linda Austin

Dr. Vince Brewton

Mr. Ethan Humphres

Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting. Minutes were approved from the December 2 meeting with a few minor editorial corrections.

Old Business

Dr. Bowers was not able to attend this meeting to discuss captioning, but she promised to have something tangible that we could all review for the next OLAC meeting.

Canvas representatives will be unable to present at our March 2, 2016 Online Learning Conference due to not having anyone available at such short notice. Dr. Johnson, from Troy University, has committed to delivering a presentation about Virtual Fieldtrips. The Department of Enrollment Management has volunteered to fund a \$500 stipend to Dr. Johnson for her travel reimbursement and time spent at our conference. Dr. Robertson will formally communicate with Dr. Johnson to invite her to our conference, as well as thank her for her participation. To replace the Canvas presentation, we considered having a session

on Captioning, which may include Dr. Mary Bowers describing why captioning is important in online videos, Dr. Marilyn Lee demonstrating how to manually add captioning through Camtasia, Dr. Jill Simpson demonstrating how to use (and edit) the automated captioning feature in Camtasia, and Mr. Derek Malone demonstrating how to add captioning via YouTube. Each speaker will talk for approximately 10 minutes and then there would be time for a brief Q&A after the demonstrations. Dr. Lee, Dr. Simpson, and Mr. Malone have committed to this. Dr. Bowers will be asked to participate. Those involved will determine an appropriate name for this presentation. A motion was approved that this would be an appropriate replacement session in lieu of Canvas.

The structure of the conference was previously confirmed that we will have both presentations (Virtual Field Trips and Captioning) going on at the same time for one hour between 11am – 12noon. Then we will have boxed lunches from Sodexo from 12noon – 1pm. Then both presentation will be repeated simultaneously between 1pm – 2pm for those who couldn't make the earlier sessions. Dr. Robertson will communicate with Sodexo about lunch options and pricing. Mr. Malone will follow-up with Ms. Jackson to confirm our GUC banquet hall reservations. Ms. Underwood will organize conference invitations and request RSVPs so that we will know how many attendees to expect for lunch. The lunch RSVP deadline will be February 24, which is 1 week prior to the conference. This will give Sodexo time to plan accordingly. Ms. Englett will prepare a Certificate of Attendance to distribute to participants of the conference. She will check with Ms. Renee Vandiver to see if the University already has something that includes a logo, and if not, she will create one. A sign-in sheet will be available at all sessions of the conference and a certificate will be mailed to each name listed on the sign-in sheet via Campus Mail.

New Business

UNA colleges are encouraging at least someone from each department to go through Quality Matters (QM) training. Dr. Lindsey has provided all QM costs and related information (including which faculty have gone through training, etc) to the Deans at their request. Should the OLAC have a budget to support faculty training and course reviews? If so, where would the money come from? It was decided that we would wait and discuss this

issue later after we learned more about what our administration wants and expects from faculty regarding QM.

Meeting adjourned at 4:00 pm.