

**Online Learning Advisory Committee
Minutes from
October 26, 2016, Stevens Hall 104, 2:00 pm.**

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

Dr. Alejandra Alvarado-Brizuela
Dr. Mary Bowers
Dr. Andrea Hunt
Ms. Diane Kutz
Dr. Marilyn Lee
Dr. Lamont Maddox
Ms. Prema Monteiro
Dr. Craig Robertson
Dr. Patricia Sanders
Dr. Jill Simpson
Dr. Chris Stopera
Mr. John McGee

Minutes & Agenda

Agenda was approved for the current meeting. Minutes were approved from the September 13th meeting without corrections.

Old Business

Update on Spring Online Learning Conference – Dr. Andrea Hunt proposed several possible topics for the Spring Online Learning Conference which were obtained by various faculty, including: Pedagogy of teaching online, Learning Management Systems, 3rd party software used to enhance online learning, “Outside the box” methods and tools used in teaching online, Online exam proctoring, and Using digital data for research. The conference subcommittee indicated that they would send out a survey via the UNA Email Digest to request additional input from faculty and students across campus.

Update on Captioning Proposal and Plan for Implementation

The captioning subcommittee has made some progress on the plan for implementation, but feels that they need more time to adequately address this charge. Dr. Jill Simpson sent an email request to Dr. Scott Infanger requesting an extension of the typical 45-day turnaround time in which this is expected to be returned to SGEC.

New Business

DL policy and procedures manual needs to be updated – Educational Technology Services (ETS) sent a request to the OLAC asking for a review of the Distance Learning Policies and Procedures Manual. OLAC reviews this manual periodically and makes suggestions for updates. The last time the manual was updated was in 2012, so it is time for another review. A subcommittee was formed to take on this task, including Mr. John McGee and Dr. Natasha Lindsey (by default because they work in ETS), and Dr. Jill Simpson. It was suggested that one or two additional people were needed in this review and Dr. Simpson stated that she could email OLAC members who were not present at the meeting to see if any of them were interested in participating.

Meeting adjourned at 2:40 pm.