Minutes from 9/9/09 Online BBA Committee Meeting


Not present: Kathy Schwaig

Old Business: None

New Business:

Quality

- At the inaugural Online BBA Committee Meeting, we discussed the purpose for the committee – primarily targeting quality improvement, improved faculty communication, and technology leadership.
- As part of quality improvement efforts, we will be following up on student feedback items for online courses which target particular aspects of online classes in addition to those relevant items already present on the survey. Linda and Vic M. will be following up with some items that Radwan had previously worked on.
- As a second point of quality evaluation, Linda stated that some AoL evaluations will be possible for online courses in the future.
- A third point of quality evaluation will come from faculty peer reviews for other online Coles courses. This should align with current peer evaluation requirements for FPAs. Perhaps a list of “things to look for” should accompany this. This needs to be double checked for suitability in the review process.
- These points of quality evaluation should give us a better ability to track our improvements over the coming years.

- There is also a need for consistency in experience for students – where to find help, the syllabus, etc. Some of this is done already for courses, but the migration to GeorgiaView Vista has caused some issues that need to be followed.

- We discussed the idea of an online student orientation that any student must complete as a prerequisite to their first online course. This hopefully will address a couple of big issues – setting expectations for students considering online courses and teaching students the basics of online courses (downloading and submitting files, posting to a discussion board, etc.) relieving faculty of common questions seen in the first few weeks of class.

- Update: After the meeting, I have spoken with Jane Campbell about the possibility of automatically verifying completion of the online orientation prior to registering and she is checking on it (from a technology capability perspective)
• There was a discussion of mentors for new online faculty, either within course or across courses. This will hopefully relieve some of the transition stress for new faculty and perhaps make the prospect of teaching online less formidable.

• **Communication**

  • Some discussion about the lack of contact between online faculty. Some is by necessity only. Often it doesn’t happen at all. We need to consider ideas for fostering communication between online faculty so that knowledge can be shared.
  • Best Practices e-newsletter is a go. Each committee member will solicit ideas from online faculty in their department for the initial e-newsletter. Those ideas need to be submitted in early October. The idea behind the newsletter is to be brief and to the point about tips and tricks for better performance for faculty and/or students, trials that didn’t work and possible reasons (“What I learned”), and services available for online faculty (Media Development Group has agreed to contribute to the newsletter).

• **Technology**

  • Technology discussion was tabled due to time constraints for this meeting.
  • For next meeting we need to consider whether webcams should be a requirement for all online courses.
  • Also, we should have some data on faculty use of technology for the next meeting.
  • I have also suggested the idea of recording guest lectures for future deployment for online courses.

• **Miscellaneous**

  Future meetings will be held on the last Wednesday of the month from 10 a.m. - 12 p.m. (with the exception of September 30th from 11 a.m. – 12 p.m.)

Next Meeting: September 30th 11 a.m. – 12 p.m.

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