Meeting Minutes  
November 20, 2012

Present: Ross Langston, Lance Uyeda, Navtej Singh, Kuʻulei Lessary, Mike Tom  
Excused: Sarah Hadmack, Pam DaGrossa, Jamie Boyd

Call to order: 2:45

1. Motion that Navtej Singh be committee chair
   moved Lance, seconded Ross
   passed unanimously

2. General Discussion of the committee's role

Brian sketched out some of the issues that the college is likely to face

Assessing online learning at the course and institution level
   Committee should consider how to assess online classes
   the college needs to assess of courses and services
   how do we compare online and face-face classes? are they equivalent?

Creating an Online Peer Evaluation
   the current face-to-face evaluation is inappropriate
   the committee could work with the Office of Academic Affairs
   what should the form look like?
   who can or should do it? all online classes? every other year?

Establishing best practices
   There are a lot of examples, but we should probably make our own
      What is an acceptable return time for an email?
      Consider mandatory content for front page (like the syllabi)

Expanding online services
   Kuʻulei suggested using Starfish to help students
   Use of college website as learning tool?
   Integrating the library into the websites

Training and other professional development
   Organizing and helping with course development?
   offering peer or public feedback during course development
   Suggesting new courses to put online

   should there be a mandatory teacher training?
   should the committee authorize teachers
(like the Writing Board does)?

Should the committee consider making PBC requests?
  Training funds
  Equipment
  or support PBC requests that encourage online learning

3. Potential changes to the Charter (to be discussed more nearer the end of Spring)

  Change official title to include Advisory
  The third paragraph in section 10 should be deleted

  Changes to the charter will be brought up again later in the Spring

4. Future plans

  The next meeting will be after the ACCJC accreditation report. The first main item on the agenda should be to set priorities for the coming year.

5. Tasks

  Brian will send peer evaluation form to committee

Meeting Adjourned: 3:50

Prepared by Brian Richardson