



## *Meeting Minutes: Draft*

**Present:** *Mary Pflanz, Yvonne Telep, Laura McKnight, Lisa Stoothoff, Melissa Lenos, Jennifer Bales, Tyler Johnson, Richard Wallace, Gretchen Meinhardt, Megan Jordan*

**Regrets:** *Patricia Palmietto, Joseph Multhauf*

Yvonne Telep called the meeting to order at 1:32 and offered the opening prayer.

Tyler Johnson moved to approve the agenda; Gretchen Meinhardt seconded the motion. The agenda was approved with a voice vote.

Megan Jordan moved to approve the minutes from the meeting of September 3<sup>rd</sup>, 2019; Richard Wallace seconded the motion. The minutes were approved with a voice vote.

Richard Wallace presented the Suggested Plan of Study forms that he has assembled for both the associate and bachelor's degree programs in Business and IS/IT. The committee discussed the value of the plans, both for advising and recruitment, as well as for clarity for student success. Melissa Lenos made a motion to approve the Suggested Plans of Study. Tyler Johnson seconded the motion, which was then approved with a voice vote. The new plans will be posted on the website and shared with advising for use with students.

Lisa Stoothoff lead the discussion about Hybrid Courses in LAS. She reminded the committee that discussion and piloting of hybrids in LAS is part of our current Strategic Plan, and progress on the SP needs to be reported to the board. The change in the LMS held back progress, but now we need to examine this question of introducing hybrids in the LAS classes. Last year, IS 304 and IS 311 were offered as hybrids, and the model worked well.

In response to a question, Megan Jordan clarified that a hybrid course, for our purposes, is defined as being presented 33% through the Learning Management System (Canvas) and 67% face to face. Megan also clarified that this proposal was added to the Strategic plan because other universities in the area are offering online and hybrids, and it was felt that Donnelly needed to offer courses in alternative modalities in order to remain competitive.

There was a lot of discussion of the pros and cons of offering hybrids in LAS. The committee acknowledged that teaching online is complicated and requires knowledge and training, and that offering these classes might not be an appropriate move for Donnelly at the moment. However, some members offered that hybrid courses are a bit different than teaching online courses only, and with familiarity with the LMS, might be more manageable for faculty and a good first step.

A couple of classes, specifically the Practicum classes, IS181 and BL181, as well as CCS 170 and CU 100, were mentioned as possible fits for the hybrid model. Although these are not LAS classes, they might provide a further pilot that we could employ in the spring of 2020, while investigating some instructor training or other measures that would help us to be better prepared to take on more hybrid offerings.

We left the discussion with the plan that we would consider this topic and discuss it in smaller groups over the next two weeks. It will be on the agenda and revisited in a fortnight, at our next scheduled meeting.

Finally, we discussed the KPIs. Looking at the list of KPIs for this academic year, measuring DCLOs 2 & 6, we discussed the inconsistencies that concern us. We discussed the need for more consistent language and measures, such as reference to rubrics, levels that students will achieve, etc. We considered the question of the KPIs measuring the student performance or the class performance. Jennifer Bales clarified that the class performance would need to be measured at the program levels with the PLOS, but KPIs are measuring SLOs, so they are looking at an individual student's performance.

After looking at many examples, the group elected to examine the KPI lists in the next couple of weeks. We will also share some materials that should clarify the KPI writing process and standards. Our goal is to discuss the problems with the KPIs again in two weeks and come up with ideas about examples, training, or other strategies to help everyone who teaches to create better, more consistent KPIs for future syllabi.

Meeting Adjourned at 2:29

Respectfully submitted 09.17.2019  
Yvonne Telep Chair

Approved 10/1/2019