

### *Meeting Minutes: Draft*

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

**Regrets:** *Joseph Multhauf, Yvonne Telep*

Melissa Lenos called the meeting to order at 1:31 and offered the opening prayer.

Mary Planz moved to approve the agenda; Patricia Palmietto seconded the motion. The agenda was approved with a voice vote.

Patricia Palmietto moved to approve the minutes from the meeting of September 17<sup>th</sup>, 2019; Tyler Johnson seconded the motion. The minutes were approved with a voice vote.

Tyler Johnson presented the proposed Library Collection Development Policy by projecting it on the SmartBoard. He reviewed the table of contents and discussed the purpose of the Policy and the process of its approval. The Policy has to do with acquisition and deacquisition of library resources and how the Donnelly community can contribute to these processes. After presenting the Policy, Tyler discussed its approval by Academic Council and the President. Tyler offered to send the Policy via email if anyone wants to comment on it. Laura McKnight suggested standardizing the formatting. Lisa Stoothoff suggested reducing the size of the font. Melissa Lenos suggested setting it at least a week in advance Academic Council so that members have a chance to read it.

Tyler moved to table the policy until the other committee members have a chance to read the policy. Assessment Council will receive the document via email and vote at the 10/15 meeting.

Lisa Stoothoff reopened the conversation about hybrid courses in LAS; do we want to spend the Spring semester discussing development of 1-2 courses to pilot in LAS. What does an online/distance education course should look like?

Melissa proposed researching best practices for 100- and 200-level courses, as well as best practices for courses serving low-economic status, students below the digital divide, and students who are English Language Learners. Lisa said that many courses are already using considerable online resources. Melissa asked if 100- and 200-level classes could have different “distance” or “hybrid” criteria than more advanced classes. Patricia asked if Nursing could be part of the hybrid/distance conversation. Lisa agreed both of these questions could be considered. Melissa offered to develop a survey for LAS General Education Core faculty to establish how much they are already using online resources, whether they would like to use more, and what sort of training they would request.

Jennifer Bales pointed out that we should have a timeline for implementation for the next HLC report.

Megan Jordan and Patricia Palmietto discussed the current focus of the Online Taskforce, including definitions of terms, access to digital resources, and conversations with Diego Payan and the IT Department. Lisa requested that we move forward with the discussion because we are behind on the Strategic Plan goals. She also pointed out that faculty will require training for the distance and hybrid courses. Megan said that the Online Taskforce already has a lot of requirements before a faculty member can develop an online course. Most courses establish handbooks and materials first and then develop classes to fit the established criteria.

Melissa will submit the survey to the Online Taskforce so that they can add suggestions.

Key Performance Indicators are still a concern. Melissa asked if we should review KPIs and Lisa noted that Annie Hannon had already created a list of KPIs and we noted at the last meeting where there were discrepancies and problems. We agreed that faculty should get a reminder with specific examples before Spring syllabi are due so that they have the opportunity to revise their KPIs for Spring. Melissa asked what other concrete actions we could take now to improve the situation. Lisa and Jennifer noted that there are existing resources (Gloria Rogers) for reviewing appropriate KPI language. Megan suggested adding KPI structural language to faculty onboarding. Jennifer Bales suggested re-sending the Assessment PowerPoint at the beginning of every semester so that faculty can have a refresher. Lisa mentioned that we could add these structures to the Outcomes template grid. The point was also raised that KPIs should measure individual student performance, not class averages. Lisa re-sent the PowerPoint as well as the Gloria Rogers materials via email.

Meeting Adjourned at 2:23

Respectfully submitted 10/1/19  
Melissa Lenos