UF College of Education
FPC Technology and Distance Education Committee

January 9, 2017
11:00 AM

In Attendance: Alice Kaye Emery, Justin Ortagus, Jason Arnold, Domenic Durante

Approval of Minutes: The November 14, 2016 minutes were approved.

Documents from meetings including agendas and minutes can be found in the drobox. Please contact Justin if you have access issues.

CORE AREAS OF DISCUSSION

The following areas were identified and points of discussion noted.

- **Peer Review for Online Courses:** It was recommended at the November meeting that the Quality Matters standards be used in peer review of online courses. It was suggested that indicators should be limited to three to four per marker in order to make the review process efficient and pertinent. Using selected indicators, Domenic and Jason will develop a tool for committee members to review. This will be sent out electronically so members can be ready to discuss at February meeting.

- **Incentive for Peer Review:** As previously discussed, peer review would not be a requirement for T&P. The peer review process could be used by faculty interested in undertaking substantive course revision, and financial incentives could be provided for this purpose. A draft proposal is needed related to this for FPC. Further discussion will take place at the next committee meeting when more members are present.

- **Best Practices Guidelines for Adjuncts:** The committee identified the need for a document of guidelines for use college-wide. There was discussion that this might include best practices for identifying adjuncts, a clear delineation of adjunct responsibilities and what they can and cannot do, and documentation of completion of the online adjunct training. Recommendations for guidelines will take place at the next committee meeting when more members are present.

- **Online Adjunct Training:** Domenic did not receive feedback related to the online training. He will send the link out again as a reminder to review the training. Issues discussed related to the training include adjuncts are often hired at the last minute or may not be used if classes do not make. As a result, the training may not be a priority for them. Jason suggested the development of a website where the training could be easily accessed. Domenic reported the training is 1 to 3 hours long so it is not too time consuming or burdensome.

- **Research Computing Infrastructure:** Discussion of this agenda item was postponed.

- **TurnItIn:** TurnItIn is no longer supported with integration to Canvas which may lead to additional steps or issues when using the software. Turnitin will remain in Canvas until next year (date currently unknown). The committee may need to discuss plagiarism software at a future meeting as colleges and departments may look for alternatives or buy their own subscriptions.

ACTION ITEMS:

- Watch for peer review tool to be developed by Jason and Domenic. Please review and be prepared to discuss at February meeting.

- Provide feedback to Domenic on the online adjunct training as soon as possible. He will resend the link as a reminder.

- Additional topics for the February meeting include: Best Practice Guidelines for Adjuncts, proposal to FPC related to incentives for peer review, research computing infrastructure, and plagiarism software.

Next Meeting: February 13, 2016 at 11:00 a.m.
> Meetings are held on the 2nd Monday of each month at 11:00 AM.