

**UF College of Education  
FPC Technology and Distance Education Committee**

**January 23, 2018  
(1:00-2:00 pm) in NRN 1411**

**Minutes**

**In Attendance:** Jason Arnold, Domenic Durante, Cynthia Griffin, Linda Eldridge, Tom Dana, Shon Smith, Vivian Gonsalves, Suzanne Chapman

**Approval of Minutes:** Minutes from November 16, 2017 were approved by the committee

**AREAS OF DISCUSSION**

**Blue Ribbon Course (BRC) process:** The committee will continue to address the BRC process. During this meeting, there was discussion of the development of a reviewer panel (~2-3 faculty members) who would be trained in the Quality Matters markers used for BRC evaluation. Individuals interested in submitting a course for review would also need training in the Quality Matters markers. Prior to submitting a course for review, the instructor could engage in an initial self-audit of the course using the Quality Matters markers. There was discussion of piloting the review with one course over the summer (2018) semester. BRC is designated for courses that are 100% online.

**Adjunct faculty and modifying online courses:** The program coordinators should be the first point of contact for this issue. Program coordinators should communicate with the course leader who is overseeing the delivery of instruction by the adjunct instructor. The course leader should be included as a facilitator on any Canvas courses taught by an adjunct instructor.

**U.S. News Rankings:** Tom shared the methodology used for determining the program rankings to the Dropbox folder. A file explaining the methodology was placed in the Dropbox folder.

**Professional Development:** Vivian shared a request from the Dean regarding professional development opportunities for faculty on "Lessons learned in developing online courses". There was discussion of possibly creating a panel of 3-4 people who have developed a number of online courses and do it well. There was also discussion of developing video tutorials for those developing online courses.