

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

February 13, 2017

In Attendance: Jason Arnold, Susan Butler, Tom Dana, Domenic Durante, Alice Kaye Emery, Linda Eldridge, Cynthia Griffin, Justin Ortagus

Approval of Minutes: The January 9, 2017 minutes were approved.

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

CORE AREAS OF DISCUSSION

The following areas were identified and points of discussion noted.

- **Peer Review/Quality Matters:** It was previously recommended that the Quality Matters standards be used in peer review of online courses. In the development of a tool that would limit the number of markers used making the review process more efficient, Dominic and Jason provided a document that highlighted key components from Quality Matters rubric. Points of discussion included collapsing or merging some of the markers (specifically 1.8 & 1.9; 5.1 & 5.2, and course technology), differentiating between compliance/technical items and items related to quality/faculty, and consideration of a rating scale. Domenic will develop a new document for review based on feedback from this meeting and post in the dropbox.
- **Peer Review Incentives:** The committee members discussed reasons/incentives for peer review and course revision.
 - Potential reasons for peer review include:
 - Promotion and Tenure: There is a process for peer review of face-to-face courses but there is not a framework for peer review of online courses.
 - Revision of Courses: Tom suggested a trial this summer whereby faculty apply for review as a means for gaining feedback to revise a course(s). A financial incentive could be tied to revision.
 - Annual Review: Undergoing the review process could be reported on an annual review and provide faculty new information and feedback in a non-punitive way.
 - Saving time in the future: Reviewing a course could save time/help in the development of future courses.
 - A peer review proposal with specifics would need to be presented to FPC for a vote. Justin will brainstorm and provide specifics to use in a proposal at the next meeting.

- **Online Course for Adjuncts /Guidelines for Adjuncts:** Committee members were asked to review the online course for adjuncts posted in Canvas.
 - Initial feedback was that the video introductions were excellent and the format easy to follow.
 - Questions arose regarding guidelines related to what adjuncts are allowed to change in courses and whether this varies from school to school. Some of the content of the online course may be less applicable to adjuncts depending on their roles and responsibilities.
 - Program areas determine adjunct roles and responsibilities. The committee agreed there could be recommended practices for adjuncts reflecting the importance of teacher presence and the role of the adjunct as a critical conduit to learning, but also stating that changes cannot be made to a course without first being discussed with the program coordinator.

- **Research Computing Infrastructure:** Erik Deumens has agreed to come to the College of Education on Wednesday, March 22 at 1PM to provide a presentation on UF Computing Services. The presentation will include apps for faculty, how to get access to research software, and a Q&A about research computing needs. Room 250 was discussed as a potential meeting space.

- **Plagiarism Software:** TurnItIn is no longer supported with integration to Canvas. It can still be used but this may lead to additional steps and other issues. VeriCite plagiarism software is currently being piloted at UF. The pilot will be completed March 17 and at that time recommendations will be made regarding its use. Jason will look at the output from VeriCite and Turnitin and provide feedback. He will also get a complete cost breakdown on use of Turnitin including instructor and student fees.

ACTION ITEMS:

- Domenic will use feedback from this meeting to update the markers to be used in peer review. He will post a new document for committee members to review.
- Justin will brainstorm and provide specifics to use in a peer review proposal to FPC at the next meeting.
- Jason will collect information on Turnitin and VeriCite including a breakdown of fees.

Next Meeting: March 13, 2017 at 11:00 a.m.

Meetings are held on the 2nd Monday of each month at 11:00 AM.