

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

April 10, 2017

Minutes

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

Approval of Minutes: The March 13, 2017 minutes were approved. Domenic Durante moved to approve, and Jason Arnold seconded.

AREAS OF DISCUSSION

Quality Matters Standards/ FPC Peer Review: Domenic prepared a document to be used in peer review of online courses (*FPC Peer Review Revision*) based on committee feedback. The categories are unchanged from the previous version, but Domenic created a binary system for review and reduced criteria to more definable units that are easier for faculty to assess.

- Domenic commented that the learning objectives section may need more input because faculty approach goals and objectives differently. It was suggested that adding a link to examples of appropriate goals or SMART goals would be useful.
- Justin recommended providing examples that explicitly identify ways to meet the criteria (e.g. the presence of a welcome video would be a way of introducing learners to the purpose and structure of the course).
- The committee agreed the length of the document could be expanded to address other important areas such as video criteria.

Online Education Excellence Awards: Domenic provided the OEE Self Review document. The self-review could be modified to develop a rubric for ETC to use in evaluating courses. While some parts might be omitted, Domenic specifically liked the review of instructor feedback to students.

Blue Ribbon Course Designation: For Blue Ribbon status a course would go through peer review and ETC review (see above). The result of these two reviews plus student evaluations would be considered in awarding the designation.

- Jason commented that there will be money available to faculty who voluntarily go through the review process. FPC will need to approve the process and then decisions can be made on the amount of money and how many courses.

- Going through this review successfully could inspire faculty to submit courses for OEE Awards.
- Blue Ribbon courses can serve as a model for other faculty.

Guidelines for Adjuncts: The committee did not have time to fully address this issue. It is recommended that next year's Technology and Distance Education Committee address guidelines for adjuncts changing course content.

Research Computing Infrastructure: The COE presentation by Erik Deumen was useful and identified many available resources. Resources were geared to very specific types of research and some of the resources were available only with funding.

Plagiarism Software: Jason reported that the pilot of VeriCite is finished, and UF will be using this plagiarism software. VeriCite provides top matches, color coding, and give a percentage match score. Papers are compared to those submitted at UF and additional universities that make up a membership consortium. TurnItIn will continue to be used through the summer.

Spring COE faculty meeting at 2:00 p.m.

ACTION ITEMS

- Domenic will make suggested revisions and add *FPC Peer Review Revision 2* document to Google Docs for additional review and comments.
- The online course review process and documents will be provided to FPC for review in the fall.
- It is recommended that the 2017-2018 Technology and Distance Education Committee address guidelines for adjuncts changing course content

This is our final meeting for the 2016-17 academic year. Thank you!