

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

**October 10, 2015
11:00 AM**

In attendance:

Jason Arnold, Susan Butler, Tom Dana, Domenic Durante, Linda Eldridge, Alice Kaye Emery, Cynthia Griffin, Griffith Jones, Justin Ortagus

Welcome

As the FPC representative for the Technology & Distance Education committee, Cyndy Griffin arranged and chaired the first meeting. Cyndy welcomed everyone and each committee member introduced him/herself.

Election of a committee chair:

Cyndy discussed the responsibilities of the committee chair, and suggested a chair be selected from the members of the committee serving in their second year. After much discussion, Justin Ortagus agreed to chair the committee with the assistance of Linda Eldridge as co-chair. Alice Kaye Emery will take minutes for each meeting.

Review of 2015-16 committee work:

No final report was found related to the work of the 2015-16 Technology & Distance Education committee. It was decided that the May 2, 2016 minutes would serve as the final report. A dropbox was used to store committee documents for the prior committee. Justin will identify the items in the dropbox and will share access with current members.

Items for 2016-17 committee consideration:

- **Peer faculty review**

A review process for online courses has been developed. Dominic suggested this process could be piloted. Tom Dana offered that it could be used as a method for peer review for faculty up for tenure and promotion. Tom also suggested the possibility of offering scholarships or awards to faculty who want to revise online coursework using this process.

Jason Arnold stressed the importance of doing a crosswalk of the UF Markers of Excellence from the peer review process with the Quality Matters online course rubric.

- **Guidelines for adjuncts teaching online courses**

Training for adjuncts has been developed. The purpose of the training is to ensure adjuncts appropriately deliver the content of online courses within the framework in which it was designed.

Domenic Durante will share information related to the training with the committee.

- **Assigning faculty responsibility for online courses**

Cyndy suggested the committee consider a model used by SESPECS whereby faculty are assigned to courses and take responsibility for ensuring the courses are taught as intended. This may include talking with adjuncts or other faculty about any variations in the course structure or assignments.

Cyndy will gather more information from SESPECS that may be used in developing guidelines.

- **Assist with research computing infrastructure**

Tom discussed the opportunity to meet with university research computing to explain COE needs related to research (e.g. cloud-based software, qualitative analysis software, data storage). The committee can serve in an advisory role in determining how to assess/determine faculty needs and relay those needs effectively.

Schedule of face-to-face meetings:

Meetings will be held the second Monday of each month at 11:00 AM. Dates for the fall semester are November 14 and December 12.