UF College of Education
FPC Technology and Distance Education Committee

November 14, 2016
11:00 AM

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

Approval of Minutes: A move to approve the minutes from the October 10, 2016 meeting was made by Cyndy Griffin and seconded by Linda Eldridge.

Dropbox Access: Due to email address issues several members of the committee were unable to access the committee dropbox. Justin Ortagus made corrections and provided access while encouraging any members with access issues to let him know.

CORE AREAS OF DISCUSSION
The following areas were identified and points of discussion are noted.

1. **Peer Review for Online Courses**
   o A draft of the peer review document is available in the dropbox dated May 2, 2016.
   o Quality Matters standards should be used unless committee members feel strongly that there are UF Markers of Excellence that need to be included as well.
   o It was recommended that indicators should be limited to three to four per marker if used for tenure and promotion in order for the process to be manageable.
   o Peer review of online courses is voluntary for T&P.
   o The peer review process could be used by faculty interested in undertaking substantive course revision. Financial incentives could be provided for this purpose.
   o The committee would need to propose the online course peer review process to the FPC for a vote. The proposal should illustrate possible uses including T&P and substantive course revision.

2. **Adjuncts Teaching Online**
A two-pronged discussion took place related to adjuncts teaching online courses. One was related to course content and changes allowed by adjuncts, and one pertained to communication with adjuncts and a process for gathering feedback.
   • **Course Content/Maintaining Integrity of Courses**
     • Domenic shared that a 2 to 3 hour online adjunct training is now ready for committee review. He will share the link via email later today. Feedback should be provided to Domenic as soon as possible so the training can be provided in early December to adjuncts teaching during the spring semester.
     • There was a lengthy discussion regarding the need for guidelines related to course content adjuncts are allowed/not allowed to change. Course authors maintain responsibility for the quality of courses, and they set learning objectives and

assessments. Adjuncts should adhere to these, but they should have some freedom to make changes.

- Domenic will embed information in the adjunct training directing adjuncts to contact the course author prior to making any changes or if there are any concerns related to course activities.

- **Communication with Adjuncts and Process for Feedback**
  - Cyndy provided a quality control document from SESPECS. The document outlines responsibilities for course leaders.
  - Schools appear to have responsibilities for course authors in place. Similarly, committee members felt an informal process is in place for obtaining adjunct feedback.
  - The committee agreed these could be more formal and consistent across the college and best practices guidelines would be helpful.

3. **Research Computing:** Tom Dana will arrange for a Research Computing representative to present to college faculty. This will be co-sponsored by the Technology and Distance Education Committee.

ACTION ITEMS:

- Domenic provided a link via email to the online adjunct training. Committee members will send feedback as soon as possible. This is time sensitive.

- Domenic will embed information in the adjunct training directing adjuncts to contact the course author prior to making any changes or if there are any concerns related to course activities.

- Recommendations for online peer review will be discussed at the next meeting.

Next Meeting: No December meeting will be held. Committee members will instead provide feedback on the online training for adjuncts and examine the draft peer review document. Future meetings will be on the 2nd Monday of each month at 11:00 AM.