

**DISTANCE LEARNING ADVISORY BOARD****Meeting: 11.13.08**

**Members Present:** Gary Browning, Cathy Buckman, Ni Chang, Nancy Colborn, Jackie Neuman, Michele Russo, Karen White, James Yocom

**Members Absent:** Pat Ames, Marianne Castano Bishop, Joseph Chaney, Alfred Guillaume, Joseph Haase, Jeff Jones, Gary Kern, Jennifer Klein, Yvonne Larrier, Amy Pawlosky, Marilynne Ramsey, David Vollrath, Kathleen Weidner

**I. Fall 2008 enrollments**

- 634 enrollments for Fall online classes

**II. Call for Proposals (CFP) Fall 2009**

- CFP will be sent to mailcode III on Monday, November 17, 2008
- All information is posted on the webpage
- Proposals are due January 16, 2009; committee decisions will be made February 6<sup>th</sup>, 2009
- A half day workshop will be planned for faculty teaching online classes (after February 6<sup>th</sup>)
- Our goal is to get as many General Education courses online as possible
- Working with Joe Cheney who provided a list of classes that would be beneficial to the student access
- Memorandums of Understanding (MOUs) will be signed by April 9<sup>th</sup>
- Class information due August 9<sup>th</sup> for review by the Evaluation Subcommittee members

**III. Evaluations**

- An evaluation subcommittee was formed; chair is Marianne Castano Bishop
- The question was asked whether we can ask the faculty to share class evaluations? This brought mixed opinions
- Committee thought it would be a good idea to ask a few students evaluation questions; i.e. did the course meet their expectations? Would they take another online class at IU South Bend?

- Can student evaluations include questions re: on line course evaluations or does that information need to be separate?
- A suggestion was made to add a note on the MOU to state that student evaluations will be submitted to the committee; needs specific comments
- IU evaluations could be used to assess (evaluation online for students)

#### **IV. Information Technology**

- Technical/OnCourse support needs to be available to students
- Information Technology has an orientation class; however, students are not using it
- Amy Pawlowski trained IT lab consultants
- A tutorial is online on how to use OnCourse