

Online Program Committee Meeting
10_23_12
2:00-3:00 pm
Minutes

Present:

Jack Jackson, Co-chair

Kay Weiss, Co-chair

Judy Jorgensen, Michael Torrez, Patty Jones, Michael Slusser, Dave Bastedo

Topic	Discussion
Minutes	Minutes of the previous meeting are posted on the SBVC website. Any corrections to the minutes should be directed to one of the co-chairs.
YouTube and Adobe Connect as teaching tools	Michael Torrez demonstrated how YouTube and AdobeConnect can be used to introduce video tutorials into any class, whether online or on ground.
Student Behavior-- blocking students in an online class	Maha Al-Huseini asked for this item to be included on the agenda. She wanted to know if there were any formal processes in place to block disruptive students or students who were posting inappropriate material in an online class. After some discussion, it was the consensus that the existing policy can be applied to the online world. In addition, there are ways to informally block students from participating in discussion forums yet still allow them to participate as readers in the class.
Storage limits	The District has established policies regarding how much storage space in Blackboard instructors can use. It appears that there are only a handful of users who are large storage users. And these individual cases can be handled on an individual basis by the District Office of Distributed Learning.

Comprehensive Quality Control Process	Jackson volunteered to pilot a process to interview online faculty regarding the three elements of the Comprehensive Quality Control Process (preparation, policy, practice) and then create a web page highlighting the models of excellence that this process highlights
Faculty Satisfaction Survey	Jackson will continue to work on a Faculty Satisfaction survey to be sent to all online faculty. This will complement the Student Satisfaction Survey that is sent to online students.
Next Meeting	The date, time, and place of the meeting are yet to be determined. The committee will be informed when those items are clarified.
Meeting Adjourned	The meeting was adjourned at 3:05 pm.