TO: Faculty Senate
FROM: Robin Smith and Phil Gapinski, Co-chair of Online Faculty Advisory Committee
DATE: 24 March 2013
RE: 2012-2013 Annual Report

During the 2012-2013 year, the committee recommended that the policy describing the Online Faculty Advisory Committee be revised: "This committee will meet regularly with the DEC directors and is responsible for representing faculty regarding online and blended/hybrid instruction, making recommendations, and serving as a liaison with the colleges, departments, and/or programs offering online and blended/hybrid instruction. This committee reports to Faculty Senate" (*FPPM*, p.193).

Six faculty members were assigned to this committee: Randy Boyle (2014), John Gaskins (2013), Philip Gapinski (2014), Naomi Johnson (2013), Shannon Salley (2013), and Robin Smith (2014). Dr. Jeanine Perry called the first meeting March 1, 2013.

We elected officers (co-chairs Philip Gapinski and Robin Smith), completed two meetings during March, discussed the conversion timeline and training options for the new Canvas learning management system (LMS) planned by DEC staff, and begun work on the agenda for the committee.

Our first concern was that faculty teaching summer classes be alerted to the need to train in Canvas immediately and that faculty be informed of the impending loss of all student work turned in through Blackboard when the Blackboard contract ceases May 15, 2013. DEC staff agreed to provide additional personal contact in their LMS conversion rollout plans: face-to-face notification and meetings with faculty and direct contact with department chairs. While course materials from fall 2010 to spring 2013 uploaded into Blackboard by faculty will be moved electronically to Canvas by the first week of April, all student work will be lost unless faculty save it themselves.

We identified these others matters as needing attention because of faculty/DEC concerns or issues related to SACS, SCHEV, or other accrediting agencies:
- Creating a faculty handbook for distance education courses, including syllabi elements that differentiate distance, online, and hybrid courses from face-to-face courses
- Revisiting *FPPM* definitions of hybrid and online courses
- Finding ways to verify student identity for testing

We have begun working on a format for online and hybrid course syllabi. We are organizing a meeting with Virginia Kinman about SACS requirements, and Jeanine Perry is collecting documents related to SCHEV requirements as we begin redefining online and hybrid courses and considering what needs to be included in a faculty handbook for distance education. These organizational activities are expected to be completed before May 14, 2013. This is going to require research. We expect to have proposals in 2013-2014. We are not working on verifying student identity at this time.