

## Standing Committee Annual Report

**Name of Committee or Council:**

Online Course Committee

**Chair**

Spencer Buckner

**Meeting Dates in Current Year:**

09/21/2013, 10/12/2013, 11/09/2012,  
02/08/2013 and 04/12/2013

### **Major Actions or Accomplishments:**

- Continued with efforts to improve the response rates for online student evaluations
  - Developed a statement to be included with the email students receive announcing the evaluations survey stressing the importance of their completing the survey. Emphasize how it is used in faculty retention, tenure and promotion as well as giving feedback to the faculty to help them improve the course.
  - Researched literature on how other colleges and universities are dealing with the issues of low response rates.
  - Composed a letter to all faculty teaching online recommending several of the most fruitful methods cited in the literature along with references. This letter ran into some issues with the faculty senate and administration concerning university policy on giving students incentives to complete the student evaluations. The committee was not aware of any such policy at the time the letter was composed and sent out. This issue will be a matter for continued discussion in the next year.
- Re-examined the new online course development and redevelopment processes.
  - Stress to all faculty the need to start early and follow the official guidelines for developing or redeveloping an online course including the approval process.
  - Examine ways to make the approval process mandatory for all new online courses and online course redevelopment. Especially stress to department chairs that all new online courses must go through an approval process.
- Continued in an advisory roll to CEDE on the development of tools and online tutorials for faculty new to teaching online and for the introduction of the D2L version 10.2 that we will be upgrading to soon.