Members Present: Mr. Spencer Stewart  
Mr. Jean Lindley  
Dr. Lou Milanesi  
Dr. Maria Ortiz  
Mr. Sam McCool  
Mr. Matt Henry  
Dr. Lori Navarrete  
Dr. Tony Scinta

Spencer started the meeting by reviewing the process so far. Then followed a review of Mtg Notes (11-29-07): Spencer reviewed the content of previous discussions and the need to survey students, and also, need to get faculty input about the survey. Discussion regarding purpose and use of the survey of students followed and concerns about raising expectations via a survey.

Report on Course Evaluation Rubrics  
Sam presented Section 1 -- Overview/Introduction elements from the rubrics.

- Suggested that the committee should create a composite rubric specific to NSC's needs.
- Indicated that NSHE and institutional distance education directors are moving forward with a system-wide / centralized catalog that will contain every online offering from each institution.
- Stated that CSN recently spent approximately $4,000 on Quality Matters within their distance learning division. Was unsure whether the $4,000 provides a "train-the-trainer" arrangement on campus.
- Asked whether the composite rubric should / would apply to units (modules) as well as courses and programs. Maria and Lou opined that the rubric should address all levels of the offering no matter how granular. Indicated that NLN focuses more on a course level.
- It is not uncommon for faculty to be reassigned to an online course two weeks before or after the semester has started, which creates a problem for instruction and familiarity with the course layout.
- Indicated that units should not contain naked links (no introductory content) and that a logical overview with agreed upon elements would serve the students well.
- Would send the group an updated version of Section 1 incorporating feedback from today's meeting.

Question: How do we put all of these factors together in a matrix for our programs? Several member expressed a need to have an evaluation tool that contains a checklist. There would be both formative and summative parts to the evaluation tool. Maria noted that T. C. Smith's 51
competencies can be viewed as program level competencies if viewed as professional
development. Also, much of the competencies and design values are transferable to all courses.

What do we want to produce? We hope to create an internal rubric . . . and get community by-in.
The challenge is how do we get it; what's the process for the evaluation of NSC's online course
offerings. A suggestion was to put something together, take it to Faculty Senate for its
consideration, then have the senate take it to faculty, get approval and use it for a year. It
would have to be flexible, and work across disciplines.

Discussion followed about conducting a pilot study of courses, to make sure rubric works the
way we want. Concern about delaying the evaluation was raised; consider moving forward with
an acceptable level of reliability for the rubric. Discussion of how to get buy in from part-time
faculty, departments, programs to include all the stakeholders. We would like to present a
program of course evaluation to the Deans, for May recommendation possibly.

Question: Do we want to present to Lesley a detailed structure for this process or something
more general that each School could adopt flexibly? Part of the structure is in the realm of the
deans because the structure will depend in the faculty, full-time or part-time, who are delivering
the courses. Faculty development is a critical part of this process. Suggested that we produce
something that we give to the schools for each to pilot as they see reasonable. Allow the schools
to decide what faculty development that is needed. Simplify the process and give it back to
Schools for them to implement. We may want to put this in the context of the marketing of
online courses through the NSHE course catalog.

Next meeting is set for January 4 at 1:00 p.m., the meeting schedule adjusted to allow members
to return from holiday break. The following one is January 23, as previously scheduled.

**What deadlines should we have for the rubric?**

Jan 4 (1:00) -- reports form the last group. Lori, Matt, Tony, Gloria, and Andy will present.

Jan 23 -- Spencer pulls together everybody's ideas into a generic rubric

Feb 13 -- Finalize rubric

March 4 -- present to dean's council

Beginning of March, first Monday - present to Faculty Senate

March 16 -- something agreed upon to give to schools.