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

Spencer welcomed the committee and prepared to turn the discussion over to Maria and her presentation of a synthesis of the report finds. Before that, though, he asked the committee members to set the ultimate goal for the meeting to agree on three mandates regarding the Course Evaluation Matrix --

1. The appropriate number of categories suitable for the NSC Online Course Evaluation Rubric;  
2. An appropriate scoring system for the Online Course Evaluation Checklist (to be used by faculty for self-assessments/peer reviews of their courses); and  
3. The method or process for packaging the deployment of the final product.

Maria presented her synthesis of the committee reports and related literature. The compendium brings together all of the eight separate reports in a common framework showing their relationship to Quality Matters, the Chico Rubric, Best Practices, and Online Instruction Competencies. From the analysis, she produced two more documents: 1) an Online Course Evaluation Rubric (for evaluating courses); and, 2) an Online Course Evaluation Checklist that faculty can use for self-assessing their courses, or for peer reviews of their courses.

After reviewing Maria's valuable work, which synthesized months of discussion and deliberation, the Committee turned to completing the three tasks:

**Matrix Content:**

Based on Maria's evaluation of the reports, the redundancy of some categories in Quality Matters, the committee discussed each category and the ways to reduce them to the essentials for faculty and instruction; also, the committee identified two categories that were institutional concerns, addressed globally by institutional support: Learner Support, and Accessibility. At the institutional level these two categories are supported across all programs by Information Technology, CLASS, and Student Experience.

Remaining Categories: Course Overview; Learning Objectives (Outcomes); Assessment & Measurement; Resources & Materials; Learning Engagement; Course Technology. After much
discussion the Committee decided that Course Overview could be subsumed under Learning Engagement, and Course Technology subsumed under Resources & Materials.

Final Categories in the Order of Review:

A. Learning Objective & Outcomes  
B. Assessment & Measurement  
C. Learning Engagement (includes items I.1, I.2 from Overview; item VI.2 from course Technology)  
D. Resources & Materials (includes items VI.1, VI.3, & VI.5 from Course Technology)

Maria will work on rebuilding the Course Evaluation Rubric and the Course Evaluation Checklist to reflect this decision.

**Rubric Checklist Scoring:**

After much discussion the Committee decided to use a three point scale, like the Chico Rubric:

3 = Exemplary  
2 = Effective (Adequate)  
1 = Baseline (Needs Work)

**Packaging / Deployment of Rubric**

The Committee has discussed this topic at several meetings along the way. Several ideas have been floated --

- a pilot deployment/study involving volunteer faculty  
- a pilot involving a select number of online faculty from one of the schools  
- a required peer review of all the online courses delivered during the summer term  
- etc.

The Committee discussed these and other ideas but finally decided that the "packaging/deployment" should be up to the Provost and Deans, that in essence, it was too early for the Committee to make a strong recommendation on this point.

Next Meeting: Tuesday, March 4, 2008 from 1:00 - 2:30 p.m. at BW1 - PCR