Members Present: Mr. Spencer Stewart
Mr. Sam McCool
Dr. Gwen Sharp
Dr. Rho Hudson
Ms. Tonya Buchan
Mr. Brian Chongtai
Mr. Matt Henry

Agenda:
1. Schedule for deploying matrix/rubric
2. Research agenda for Eduventures visit 1/23

Discussion of Agenda Item #1

It was suggested that we need to get this into faculty hands and get them to use it voluntarily and give feedback about its effectiveness, efficacy, usefulness, etc. Consensus among participants -- that we want faculty to be comfortable with this tool and to start using it voluntarily for evaluating their WebCampus courses.

It was suggested that OLTF present it to faculty during Faculty Development sessions in January (sometime the week of 12-16).
Suggestion: Keep it at School level, presented by OLTF members at each School orientation.

Discussion moved to the use of a rubric, and how to have faculty voluntarily submitted self-assessments, using the rubric, to the OLTF.

Action Item: Send members a copy of Maria Ortiz's rubric.

Question: How do we want them to complete the self-assessment and keep it anonymous?
Resolution: To insure that submissions are anonymous/voluntary, we will use CoursEval system to distribute rubric and collect self-assessments.

Suggestion: Have daily/weekly winners of some prizes/grand prizes.

Committee Resolved to:

At Faculty Development Workshop, we will:
1. go through a mini-example of completing the rubric
2. open a lab where faculty could take turns completing the
3. include courses from Fall 2008 and Spring 2009
4. Note: we may need to allow faculty to choose N/A
5. include classroom and hybrid instructors
Several questions were posed: Can we group faculty by instruction mode? And, can we promote through CoursEval to those faculty who teach online? 

**Action Item**: Sam will work with CoursEval to answer these questions.

**Discussion of Agenda Item #2**

Eduventures will assist NSC in developing a custom research report on a topic of our choosing.

The Suzanne Greenwald visit on 1/23 will give OLTF, faculty, and students access to her for about 4 hours. The Committee expressed interest in scheduling the so that it could meet first with Suzanne and then provide time for faculty and students to meet with her as well.

**What do we want to know?**

**Suggestions:**

1. Student receptivity to online courses; demographics of students interested in online courses; what percentage of students took courses; what are the key attitudes and preferences of students taking online courses
2. Student access to Internet resources to take course
3. How is recruitment, retention, and graduation affected by online classes?

**Committee Action Item**: Friday, Dec. 19 due date for getting feedback on rubric to Sam.

**Next Meeting** - Jan. 23.