RCHSS Digital Education Council Meeting

August 25, 2021

Minutes by Brayden Milam

# Attendees

Alan Watts, Brayden Milam, Carlton Usher, Charity Butcher, David Cassilo, Garrett Smith, Laura Howard, LeeAnn Lands, Leslie Hankey, Ruth Goldfine, Sara Evans, Sharon Pearcey, Stephen Bartlett, Tammy Powell, Uli Ingram

# Online & Hybrid Course Quality Assurance Policy

Tammy Powell introduced the topic to give an update: the ODE has met with all chairs to discuss the implementation of this policy. Chairs will decide whether the qualifications have been met and will decide whether the courses are reviewed by the ODE or DLI.

Ruth Goldfine clarified that courses that are not approved for online courses may require a switch in modality (they may have to be taught on-site).

Laura Howard would like to know how to communicate with faculty. Tammy answered that the ODE is going to be creating a website that will include language. Currently, the ODE offers a KSU Course Quality microtraining. The ODE can also host peer review trainings upon request.

Chat question from Uli Ingram: Can you please repeat the timeline? When which courses will need to be reviewed?

Stephen Bartlett answered in the chat: Spr 22 – 1000-level courses, Fall 22 – 2000-level courses, and so on.

Laura Howard asked for clarification on the review process and whether a RCHSS Review Committee would be involved. Tammy outlined the course review process (courses take 3-5 hours alone, then additional assistance must be offered to the course instructor to ensure the unmet standards are met), and that departments are welcome to create their own review committees, but that it isn’t sustainable or doable for all departments.

Laura Howard also asked about a formalized self-review. Tammy responded that a self-review would not fall in line with CIA’s requirements.

Hybrid Course Reviews

Proposed hybrid course Review Process: self-review by course instructors, then DLI review. If the reviews don’t match and the instructor does not agree with the DLI’s review, the review is offered to college online coordinators (Tammy and Stephen).

Stephen brought up the issue of what a hybrid review should include and how to triage the issues addressed on a review checklist.

The new hybrid review checklist/process must be reviewed and approved within the college and sent to Anissa by November 15, 2021.

**How do we review all of these course? QM?**

Our college is not in favor of adopting QM.

**What will be reviewed?**

* Start with checklist
* Accessibility must be met
* There must be content (or equivalent) for the online days

Laura: Could we create a hybrid sample module for faculty to see? Questions from instructors usually aren’t sure about how to structure the online day or how much content should be included.

Tammy agreed this would be a good idea and asked Laura if she would be interested in creating one. She also highlighted that DFL usually have some great hybrid courses.

Sara Evans noted that most everything in the checklist could reasonably be requested for hybrid classes. She also requested that we keep in mind instructors are SMEs, so reviewers may not understand that some module assignments meet the time requirements.

Stephen suggested a sub-committee be created to do a survey of hybrid courses in their departments to create a resource to support hybrid instructors.

Sub-Committee for Hybrid Course Checklist

Laura Howard volunteered to spearhead collecting resources for hybrid instructors; LeeAnn Lands and Alan Watts volunteered to assist this effort. Sara Evans volunteered to spearhead the review of the KSU Course Quality Checklist; she requested that those working on resource collection keep in mind what topics could be added to the hybrid version of the KSU Course Quality Checklist.

Re-reviews

Laura Howard asked about **re-reviews**. Tammy answered that re-reviews happen on a 5-year basis, unless they haven’t been reviewed with accessibility in mind, which would bump their priority to immediate.

Stephen requests that faculty be told not to worry about fixing things and to instead focus on getting courses into the system so that their efforts can be made more efficient and so that the reviewers aren’t slammed at the very end. 1000-level classes will be prioritized, but courses can be turned in early.

New Instructional Designers

The ODE is (hopefully) bringing in two new IDs, one with foreign languages experience and one with a focus on education/pedagogy.

Master Courses

Sara Evans asked for clarification on the definition of master courses in conjunction with intellectual properties. Tammy clarified that anything created on university equipment is shared property between individuals and the university.

Stephen added that the course must meet the KSU Course Quality Checklist and must meet the master course guidelines. Content should be robust, and no effort should be needed on the new instructor’s behalf.

DLAC Update

All the deans have been asked to work on this policy with a November deadline. DLAC will be reviewing all of these policies (there’s shared governance).

Any modality shifts must be applied for and DLAC will be reviewing them to ensure they meet requirements.

Blackboard Collaborate is fully decommissioned for everything other than downloading previously recorded videos.

D2L will continue to be running updates on the third Friday of each month.

UITS is encouraging faculty to use ServiceNow. The CIO is also sending out monthly updates that you can sign up for. UITS is also pushing the new status page, which gives status updates for various technologies used by faculty.

Tammy will be sending out the DLAC meeting minutes with more information about the meeting.