

**Minutes - eLearning Council Meeting**  
**Thursday, February 18, 2016 | 1:30-3:00 PM**  
**Provost's Conference Room - ADMIN 244**

**Attendees:** Kathy Austin-Beltz, Kristi Gilmore, Michael Keller, Scott Longing, Stephen Ekwaro-Osire, Brenda Martinez, Mike Carter, Suzanne Tapp, Stephanie Borst, John Thomas, Ron Nail, Joshua Fairbanks, Caleb Cox, Kari Dickson, Tom Dolan, Stephen Ekwaro-Osire, Kristi Gilmore, Karissa Greathouse, Melanie Hart, Jennifer Hughes, Justin Louder, Larry Phillippe, Kelly Podzemny, Otto Ratheal, Erica Romero, Lewis Snell, Vickie Sutton, David Doerfert, Jamesha Granberry, Heather Greenhalgh-Spencer, Sandra Huston, Heather Eaton, Melissa Morrow, Vanthanh Phan.

- I. ***Call to Order and Welcome of New Members:*** Meeting was called to order at 1:34 p.m. by Dr. Justin Louder.
- II. ***Approval of Minutes from Previous Meeting:*** Dr. Heather Greenhalgh-Spencer makes a motion to approve and Dr. Sandra Huston seconds. Minutes from the previous eLearning Council meeting held on 11/20/15 are unanimously approved by the committee.
- III. ***Program Approval***
  - a. ***Approval of Proposed Online Masters of Science in Manufacturing Engineering:*** Dr. Hong- Chao Zhang speaks to the council about the proposed online Masters of Science in Manufacturing Engineering. A motion to approve is given by Dr. Kathy Austin and Dr. David Doerfert seconds the motion. The proposed online Master's program is unanimously approved by the council. The proposal will now go to Graduate Council for further approval.
  - b. ***Approval of Proposed Minor Natural Resources Management (Waco):*** Dr. Lewis Snell informs the council on the proposed minor in Natural Resource Management. Dr. Sandra Huston speaks to the council inquiring about the required hours of the program. Dr. Louder will email Dr. Robert Cox for clarification on the programs required hours. A motion to approve is given by Michael Keller. Dr. Kathy Austin seconds the motion. It is unanimously approved by the council and will now go to Academic Council.
  - c. ***Approval of Proposed Minor in Agricultural Leadership (Online/Waco):*** Dr. Amy Boren speaks to the council on the proposed minor in Agricultural Leadership. All teaching instruction is TTU faculty. A motion to approve is given by Ms. Suzanne Tapp and Dr. Heather Greenhalgh-Spencer seconds the motion. It is unanimously approved by the council and will now go to the Academic Council.
  - d. ***Approval of Proposed Minor in Political Science (Online/Regional Sites):*** Dr. Frank Thames speaks to the council on the proposed minor in Political Science. A motion to approve is given by Dr. David Doerfert. Dr. Sandra

Huston seconds the motion of approval. It is unanimously approved by the council and will now go to the Academic Council.

**IV. Discussion Items**

- a. **eLearning Changes and Collin Staff Update:** Louder speaks to the council on the changes happening in eLearning and gives a brief Collin staff update. Ms. Emma Swarner is here in place of Mr. Caleb Cox who has transitioned to TTU Collin as our new advisor and recruiter. Brief introduction from Jameshia Granberry, TTU Collin Director. She gives an update on TTU Collin and speaks about her upcoming visit to Lubbock in March.
- b. **Best practiced for the use of video white paper:** Ms. Suzanne Tapp speaks to the council about the best practices for the use of video using APA compliance. This is merely a guideline to provide standards on best ways to use videos with captioning for best instructional use. The documents are presented to the eLearning council as a draft. Feedback is welcomed via email to TTU eLearning.
- c. **Online Course Syllabus White Paper:** Ms. Suzanne Tapp speaks about the syllabus recommendation for online courses. A group from the certification program has prepared this document for the council due to some grievances from students about inconsistencies. This document is to provide guideline and recommendations for online course syllabus. Tapp mentions that this document is also a draft; any feedback is welcomed via email to TTU eLearning. Vicki Sutton has requested the Online Course Syllabus White Paper be sent to the General Council.
- d. **PSOL Survey and Results:** Louder shows the Council the PSOL survey results. Priority survey was created for online learning students taking summer courses online – estimated 256 respondents. Louder says that we are below national on every item of the survey (some more than 20 percent.) Louder is looking at offering a 24/7 student services. Louder announces that there will be another survey to go out in 2017.
- e. **Electronic Course Evaluation:** Dr. Kathy Austin speaks to the council about implementing electronic student course evaluations for all instruction. Dr. Austin will be sharing and updating all information with the council throughout this process. Additional announcement: eLearning dashboard – similar to the one that is in use now. Waiting for approval from Dr. Hart and Dr. Louder.
- f. **NC-SARA:** Louder announces to the council that we are an approved member of NC-SARA. Short-term changes: externship/ internship requirements allowed up to 10 students at any one location (includes all programs) Opens up authorization for distance education in Oregon, Kansas, and Washington State. Both TTU and HSC are now approved NC-SARA members.
- g. **Update on Proctoring Solution:** Dr. Kathy Austin announces that after conducting a formal assessment, we have selected Kryterion. Piloting by the

end of the semester is to be expected. eLearning will provide funding for proctoring in fully-online courses for the first year.

**h. Learning Management Solution Review:** Dr. Kathy Austin announces to the council that our two sister institutions in our system: HSC and HSC El Paso are both undergoing phases of Learning Management System (LMS)

**V. Regional Site Updates:** TTU Collin: Upcoming recruiting events Ms. Jameshia Granberry Lubbock visit March 7-11. TTU Waco: Dr. Lewis Snell discusses recent events and enrollment numbers. Spring enrollment was at 87, fall 132, this spring is 133. First Biology graduate at TTU Waco. TTU Marble Falls/Fredericksburg Dr. Kelly Fox- Chancellor visit January 15<sup>th</sup>. Upcoming graduation reception for students in May keynote speaker.

**VI. Open Discussion:** Dr. Hart announces that TTU at Junction is hosting the Texas Academy of Science March 4-6, expecting 500 students.

**VII. Adjourn:** Meeting adjourned at 2:57 p.m.