

**Minutes - eLearning Council Meeting**  
**Thursday, September 17, 2015 | 1:30-3:00 PM**  
**Provost's Conference Room - ADMIN 104**

**Attendees:** Jeff Barrington, Stefanie Borst, Caleb Cox, Robert Cox, Kari Dixon, Tom Dolan, Stephen Ekwaro-Osire, Cliff Fedler, Kelly Fox, Karissa Greathouse, Melanie Hart, Jennifer Hughes, David Johnson, Michael Keller, Robin Lock, Scott Longing, Justin Louder, Jackie Luft, Pat McConnel, Andrea McCourt, Kristina Mitchell, Vanthanh Phan, Larry Phillippe, Kelly Podzemny, Erica Romero, Lewis Snell, Vickie Sutton, Suzanne Tapp, Vicki West, Vanessa Whitledge

- I. **Call to Order & Welcome of New Members:** Meeting was called to order at 1:32 p.m. by Dr. Justin Louder.
- II. **Approval of Minutes from Previous Meeting:** Dr. Cliff Fedler made a motion to approve and Ms. Suzanne Tapp seconded. Minutes from the previous eLearning Council meeting held on 5/8/15 were approved by the committee.
- III. **Program Approval**
  - a. **Approval of Proposed NRM Minor (Waco):** Dr. Lewis Snell introduced the proposed minor in Natural Resource Management that was created through a partnership with the regional teaching site and the Natural Resource Management program. The hybrid concentration will consist of face-to-face and online courses at the site. A motion to approve was given by Dr. Larry Phillippe and Dr. Andrea McCourt seconded. The proposed minor was approved by the council and will now be sent to Academic Council.
  - b. **Approval of Proposed M.S. in Civil Engineering (Online):** Dr. Stephen Ekwaro-Osire informed the council on the proposed M.S. in Civil Engineering. The program, which can be fully completed at a distance, will be delivered both synchronously and asynchronously. A motion to approve was made by Dr. Robin Lock and Dr. Stefanie Borst seconded. The proposed online program was approved by the council and will now go to the Graduate Council for further approval.
- IV. **Discussion Items**
  - a. **Update on the Blackboard Marketing Project:** Dr. Justin Louder updated the council on the Blackboard marketing project currently underway for select online programs. With a focus on the growth goal of 5,000 distance students, analysis was conducted for 15 programs to determine program viability and other metrics. Blackboard will present findings from the project at the end of October to administration and college representatives. Additional information will be available at the November meeting.
  - b. **PCOE Discussion:** Ms. Suzanne Tapp spoke to the council about the collaborate project to send a cohort of 15 faculty through the Professional Certificate in Online Education program at the University of Wisconsin at Madison. One deliverable that participants gained from this program was the need for an online syllabus working group.

- c. **Syllabus Working Group:** Five faculty members from the PCOE program are developing a white paper to be a set of guidelines for creating an online syllabus. A white paper is in place for face-to-face courses but there is not one developed for online course syllabi. Another deliverable stemming from PCOE participants is a TLPDC/eLearning Teaching Well Online Series that will consist of two sessions in the fall with more in the spring. The goal is to ask experienced faculty to share their experience and strategies for online instruction.
- d. **Captioning Update:** Dr. Louder updated the council on captioning efforts for the campus. eLearning is piloting a captioning lab within the department in which central funds were allocated to assist with funding. Captioning is outsourced when needed. A captioning working group is also working to draft an official university policy and permanent funding policy for captioning. Policy drafts are anticipated in November.

V. **Regional Site Updates:** Dr. Lewis Snell updated the council on the regional teaching site at Waco, TX. During a visit from the President a new five-year site agreement renewal was signed. The site graduated five students over the summer and added seventy-seven new students for the fall semester. Dr. Kelly Fox updated the council on TTU's regional sites at Fredericksburg and Highland Lakes. Central Texas College is a new university partner for the sites. The Master of Art Education program is working to be moved from the Junction site to Fredericksburg.

VI. **Open Discussion:** The next meeting of the eLearning Council will be held October 22, 2015 from 1:30-3:00 p.m. in the Office of the Provost conference room.

VII. **Adjourn:** Meeting adjourned at 2:46