



Online Education Committee

MINUTES

SEPTEMBER 13, 2019 10:00 AM

IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Professor Whiting, Professor Han, Jason Arviso, Natalie Becenti, Clyde Henderson, Jared Ribble, Coleen Arviso, Professor Chischilly, and Professor Reidhead

Agenda Topics

1. ACTION APPROVAL OF MINUTES SEPTEMBER 13, 2019

The Online Education Committee accepts the 09/13/19 Minutes with the following amendment: 1. Action 1. Change 32 to 03.

Moved: April Chischilly
Seconded: Harry Whiting
Voice Vote: All in Favor
Motion Carried: Yes

2. ACTION APPROVAL OF AGENDA SEPTEMBER 13, 2019

The Online Education Committee accepts the 9/13/19 Agenda with the following amendments. Add 9. Discussion/Action: Site Location Procedures for Online course approval.

Moved: Harry Whiting
Seconded: Shasha Han
Voice Vote: All in Favor
Motion Carried: Yes

3. DISCUSSION Online Proctoring Tool Update

A subcommittee selected **Proctorio** - <https://proctorio.com>. Currently, they have received payment, and Coleen is working with the implementation staff to schedule a time and training.

9. The institution assures the integrity of its on-line learning offerings.1 Examples of evidence:

a. The institution has in place effective procedures through which to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. The institution makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures. (Note: This is a federal requirement. All institutions that offer distance education programming must demonstrate compliance with this requirement.)

b. The institution's policies on academic integrity include explicit references to on-line learning.



c. Issues of academic integrity are discussed during the orientation for on-line students.

d. Training for faculty members engaged in on-line learning includes consideration of issues of academic integrity, including ways to reduce cheating.

Source: http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf.

4. DISCUSSION

MIS Online Program Update

The Master of Science Degree – Management Information Systems curriculum outline was approved by the Graduate Curriculum Committee, Faculty Congress, University Cabinet, and Board of Regents for approval. Currently, the application was sent to Higher Learning Commission (HLC) for review.

New Programs to offer both Online and Face-to-Face: General Studies, Math, Business Administration, Counseling, and Early Childhood.

5. DISCUSSION

Online Data

Coleen will share the online learning data at the next meeting.

6. DISCUSSION

Online Course Evaluations

Online Course Evaluation: Coleen requesting for a sub-committee to draft online course evaluations to be reviewed and used before Fall 2019. Clyde Henderson and Jason Arviso are sharing their questions they would like to see on the evaluations. Coleen will send out a draft course evaluation for all to review and make recommendations and changes. This is required by HLC and NC-SARA. CourseEval is used however the online course evaluations need to reflect online course needs and offerings.

7. DISCUSSION

Fall Online 2019 Course Offering

A list of online courses was shared with the committee (09-18-19). Some faculty are co-teaching an online course.

Fall 2019 Semester	Online Course
Student Enrolled Online Course	Online
657 Students enrolled in an Online Course	46 Online Courses
209 Duplicated values and removed.	
447 Unique values	Faculty Teaching Online
5 no NTU ID	29 Faculty Teaching Online



1 NTU ID disbale				
NUM	course shortname	enrolled user	username	email
1	FA19 ACG 210-ONL	Grey, Tomacita	tomacita.grey	tomacita.grey@navajotech.edu
2	FA19 ACG 212-ONL	Grey, Tomacita	tomacita.grey	tomacita.grey@navajotech.edu
3	FA19 ACG 213-ONL	Salhab, Reem	rsalhab	rsalhab@navajotech.edu
4	FA19 ACG 216-ONL	Louis, Hondo	hlouis	hlouis@navajotech.edu
5	FA19 ACG 225-ONL	Salhab, Reem	rsalhab	rsalhab@navajotech.edu
6	FA19 ADM 202-ONL	Chischilly, April	achischilly	achischilly@navajotech.edu
7	FA19 ADM 203-ONL	Reidhead, Christine	creidhead	creidhead@navajotech.edu
8	FA19 BUS 305-ONL	Grey, Tomacita	tomacita.grey	tomacita.grey@navajotech.edu
9	FA19 BUS 310-ONL	Louis, Hondo	hlouis	hlouis@navajotech.edu
10	FA19 BUS 335-ONL	Reidhead, Christine	creidhead	creidhead@navajotech.edu
11	FA19 BUS 352-ONL	Louis, Hondo	hlouis	hlouis@navajotech.edu
12	FA19 CMP 101-ONL	Thomas, Duwayne	dthomas	dthomas@navajotech.edu
13	FA19 COU 106-ONL	Mullet, Dianna	dmullet	dmullet@navajotech.edu
14	FA19 ECN 111-OL2	Ramirez, MaEthel	mr Ramirez	mr Ramirez@navajotech.edu
15	FA19 ECN 111-ONL	Ramirez, MaEthel	mr Ramirez	mr Ramirez@navajotech.edu
16	FA19 ECN 201-ONL	Ramirez, MaEthel	mr Ramirez	mr Ramirez@navajotech.edu
17	FA19 ECN 202-ONL	Ramirez, MaEthel	mr Ramirez	mr Ramirez@navajotech.edu
18	FA19 EE 301-ONL	Romine, Peter	promine	promine@navajotech.edu
19	FA19 EE 304-ONL	Anmugam, Sundaram	asundaram	asundaram@navajotech.edu
20	FA19 EE 470-ONL	Katrepalli, Bhargava	bkatrepalli	bkatrepalli@navajotech.edu
21	FA19 ENG 111-ONL	Wheeler, Jennifer	jwheeler	jwheeler@navajotech.edu
22	FA19 HST 210-ONL	Swick, Michael	mswick	mswick@navajotech.edu
23	FA19 HST 211-ONL	Swick, Michael	mswick	mswick@navajotech.edu
24	FA19 HST 220-ONL	Swick, Michael	mswick	mswick@navajotech.edu
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27	FA19 IT 270-ONL	Salhab, Reem	rsalhab	rsalhab@navajotech.edu
28	FA19 IT 435A-ONL	Swamidurai, Rajendran	rswamidurai	rswamidurai@navajotech.edu
29	FA19 IT 440A-ONL	Kannan, Uma	ukannan	ukannan@navajotech.edu
30	FA19 IT 485A-ONL	Arviso, Jason	jarviso	jarviso@navajotech.edu
31	FA19 MTH 098-ONL	Chaudhary, Sushil	schaudhary	schaudhary@navajotech.edu
32	FA19 MTH 113-ONL	Chaudhary, Sushil	schaudhary	schaudhary@navajotech.edu
33	FA19 MTH 118-ONL	Paez-Paez, Carlos	cpaez	cpaez@navajotech.edu
34	FA19 MTH 121-OL2	Nacorda, Robert	rnacorda	rnacorda@navajotech.edu
35	FA19 MTH 121-ONL	Han, Shasha	shan	shan@navajotech.edu
36	FA19 MTH 150-ONL	Illafe, Mohamed	millafe	millafe@navajotech.edu
37	FA19 MTH 213-ONL	Nacorda, Robert	rnacorda	rnacorda@navajotech.edu
38	FA19 NAV 211-ONL	Chicag, Lupita	lchicag	lchicag@navajotech.edu

39	FA19 NAV 225-ONL	Chicag, Lupita	lchicag	lchicag@navajotech.edu
40	FA19 NRS 103-ONL	Goodluck, LeeAnn	lgoodluck	lgoodluck@navajotech.edu
41	FA19 NRS 103-ONL	Llanque, Sarah	sllanque	sllanque@navajotech.edu
42	FA19 NRS 103-ONL	Eriacho, Marlene	meriacho	meriacho@navajotech.edu
43	FA19 NRS 110-ONL	Daniels, Alex	adaniels	adaniels@navajotech.edu
44	FA19 PAD 225-ONL	Ramirez, MaEthel	mramirez	mramirez@navajotech.edu
45	FA19 PAD 295-ONL	Chischilly, April	achischilly	achischilly@navajotech.edu
46	FA19 PSY 105-OL2	Goodwin, Nancy	nancy.goodwin	nancy.goodwin@navajotech.edu
47	FA19 PSY 105-ONL	Mullet, Dianna	dmullet	dmullet@navajotech.edu
48	FA19 PSY 210-ONL	Mullet, Dianna	dmullet	dmullet@navajotech.edu
49	FA19 PSY 265-ONL	Mullet, Dianna	dmullet	dmullet@navajotech.edu
50	FA19 SSC 100-ONL	Arviso, Coleen	ccarviso	ccarviso@navajotech.edu

8. DISCUSSION

New LMS Platform

The committee begins discussion on reviewing new Learning Management Platforms. More time will be dedicated to the selection of a new platform.

9. DISCUSSION

Site Location –Online Course Procedures/Approval

The committee feel that the site locations are not abiding by the Online Course offering –Faculty Policy and Procedures. The committee will review the existing e-learning policies and data to review needs and recommendations for futures offerings. Ensuring the organization offers online courses with best practices, faculty QM certification & Moodle training, and follow internal guidelines and expectations to help support student success and need. The committee will then share our findings and recommendation with the Deans and Provost.

10. DISCUSSION

Announcements/Other

None

8. ADJOURN

11:23 AM

Next Meeting: Friday, November 08, 2019 @ 10:00 am in the IT Conference Room