Online Education Committee

MINUTES   JANUARY 27, 2017   10:30 AM   IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Harry Whiting, April Chischilly, Yolanda Begay, Coleen Arviso, Jerlynn Henry, Richelle Henderson, Jared Ribble

Agenda Topics

1. ACTION   APPROVAL OF MINUTES   NOVEMBER 18, 2016

The Online Education Committee accepts the 11/18/16 Minutes as written:

Moved: Harry Whiting
Seconded: Yolanda Begay
Voice Vote: All in Favor
Motion Carried: Yes

2. ACTION   APPROVAL OF AGENDA   January 27, 2017

The Online Education Committee accepts the 1/27/17 Agenda as written.
Moved: Harry Whiting
Seconded: Richelle Henderson
Voice Vote: All in Favor
Motion Carried: Yes

3. DISCUSSION   Faculty E-Learning Polices & Procedures

The faculty are reviewing and are to vote to endorse the policy on February 9, 2017 at their Faculty Assembly meeting. Once Faculty endorse, the updated policy will be sent to the Provost, the University Cabinet, and for final endorsement and approval by the NTU Board of Regents for adoption and implementation.

4. DISCUSSION   Student E-Learning Polices & Procedures

The student e-learning policy has been endorsed by the Academic Dean, Dean of Student Services, Provost, the University Cabinet, and is awaiting for final endorsement and approval by the NTU Board of Regents. According to legal, both faculty and student e-learning policies need to be submitted to the Board of Regents at the same time because they are refer to one-another.

5. DISCUSSION	Online Tutoring, Library, Advising, & Registration

The HLC distance education guidelines specifies

7. The institution provides effective student and academic services to support students enrolled in online learning offerings.
Examples of evidence:

a. The institution's admissions program for on-line learning provides good web-based information to students about the nature of the on-line learning environment, and assists them in determining if they possess the skills important to success in on-line learning.

b. The institution provides an **on-line learning orientation program.**

c. The institution **provides support services to students** in formats appropriate to the delivery of the on-line learning program.

d. Students in **on-line learning programs have adequate access to student services, including financial aid, course registration, and career and placement counseling.**

e. Students in on-line learning programs have ready access to **24/7 tech support.**

f. Students using on-line learning have adequate access to **learning resources, including library, information resources, laboratories, and equipment and tracking systems.**

g. Students using on-line learning demonstrate proficiency in the use of electronic forms of learning resources.

h. **Student complaint processes are clearly defined and can be used electronically.**

i. **Publications and advertising for on-line learning programs are accurate** and contain necessary information such as program goals, requirements, academic calendar, and faculty.

j. Students are provided with reasonable and cost-effective ways to participate in the **institution's system of student authentication.**

8. The institution provides sufficient resources to support and, if appropriate, expand its on-line learning offerings.
Examples of evidence:

a. The institution prepares a multi-year budget for on-line learning that includes resources for assessment of program demand, marketing, appropriate levels of faculty and staff, faculty and staff development, **library and information resources, and technology infrastructure.**

b. The institution provides evidence of a **multi-year technology plan** that addresses its goals for online learning and includes provision for a robust and scalable technical infrastructure.

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

The committee discussed the online tutoring and chat tools available to address the student support services such as *advising, registration, technology support, financial aid, tutoring, and library.* At the next meeting, we will discuss the tutoring and chat tools and determine our need and what NTU technology infrastructure can support and possibly administer.

6. DISCUSSION	**E-Learning Initiative & Core Planning**

A clear look at available funding sources to help training faculty is a strong need and support to ensure the online quality of education. Human Resource department is working on updating the professional development plan.

On Fridays, e-learning will offer trainings to faculty on how to use Moodle and to incorporate online learning strategies.

Another plan is to create a Moodle course template to be used by all courses to ensure engagement, communication, support, resources, tutorials, interaction, online study skills, and policies.

Currently, the committee is discussing and working on identifying the best online program for NTU to offer. Professor Whiting mentioned his new program **Engineer Technology**. Professor Whiting also mentioned he prefers more of a hybrid approach. Other programs brought up were Technology, Nursing, and Health. We will need to plan with thought and use data to best determine need and the best program to help students in obtaining a solid online program.

7. DISCUSSION	**E-Learning Report sent to Faculty**

All members received a copy of the E-Learning report to the faculty. Copy and Paste of report for reference and documentation.

NTU E-Learning Report

Higher Learning Commission (HLC) has guidelines for distance education that can be found at url http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf. The HLC distance education guidelines, requires the University to provide support and evidence that we are meeting the online learning needs and expectations for both students and faculty. As a result, the E-Learning department has been working on numerous tasks and plans to ensure the online learning environment at NTU is growing with immense improvements in areas that require much work and detail about laying the foundation and ensuring that both faculty and student needs are addressed and met. For example, updated Faculty E-Learning Policies and Procedures and newly created Student E-Learning policies and procedures are in the process to be endorsed by the organization.

The Online Education Committee updated and *endorsed* the E-Learning *Faculty* and *Student*
Policy and Procedures on 10/28/16. All reviewed with a critical eye to ensure that the Online Learning concerns, regulations, training, and federal requirements were met with clear and specific information. The intent of the faculty and student e-learning policies and procedures provide insight of the expectations and support within our University. Moving forward, the committee sent both documents to the Dean of Academics, and specifically, the student e-learning policies and procedures to the Dean of Students. The Dean of Academic endorsed both on 11/26/16 and the faculty e-learning policy was sent to the Faculty Assembly and they are still reviewing. The Dean of Students sent back the student e-learning with comments and I am currently working on adding the recommendations. As part of this task, we found that we did not have a clear student online complaint process. Therefore, I am working on a student online complaint process for online students using our internal policy. The Dean of Students will review again for endorsement and review.

Once the Dean and Faculty Assembly endorse, the updated policies will be sent to the Provost, the University President and Cabinet, and for final endorsement and approval to the NTU Board of Regents. My hope is that it will be done by the first part of the Spring 2017 semester.

In October 2016, I started the process for Membership to join the State Authorization Reciprocity Agreement (SARA). Once NTU becomes members of SARA, this will allow us to deliver fully online courses anywhere without having to get state – by-state approval to deliver our online courses. This will save us a lot of time and money. Currently, 43 states and the District of Columbia are members of SARA. On October 31st, the NTU Director of Information Technology and I spoke with Dr. John Lopez, SARA Deputy Director and he encouraged us to apply. Dr. Lopez stated we should work closely with Mr. David Mathew, General Counsel for the New Mexico Economic Development Department, who is already aware of our inquiry. In fact, both Dr. Lopez and Mr. Mathew were very pleased to hear NTU is interested in becoming members of SARA. No other Tribal College has applied for SARA membership. For more information, you can go to the SARA website at http://nc-sara.org.

John Lopez, PhD
Deputy Director
NC-SARA
3005 Center Green Dr., #130
Boulder, CO 80301
(303) 541-0277 -- Office
(602) 501-1050 -- Mobile

David Mathews General Counsel
505-827-0241
David.Mathews@state.nm.us
Furthermore, Mr. Lopez did state he is willing to come to our campus and share information with our Board or University Cabinet. We did share that the Tribal Colleges and Universities have regular meetings and are interested in learning more. Dr. Lopez said he would be happy to attend and share more information.

 I am working on the paperwork to become members of SARA. However, I need to establish our internal student online complaint process to continue membership. I thank you all very much for your support and time. Becoming members of SARA will help with HLC and as we move forward in offering fully online programs. Moving forward, I want to thoughtfully and clearly plan which program we will pilot online. We need a faculty champion, administration support, and student service support.

E-Leanring Webpage

The e-leaning webpage at url http://www.navajotech.edu/campus-life/e-learning has many new resources for both faculty and students. The webpage includes the goals and objectives for the e-learning department.

- **Online (ONL) Courses**

  Course offered fully online using Moodle or some type of learning management system or web presence to enhance the course.

- **Online Education Committee**

  Academic Year Fall 2016 - Spring 2017 and Summer 2017

- **NTU Online Learning Readiness Quiz**

  Is online learning for you? Online Learning requires computer skills, communication skills, and to be a motivated self-starter. Complete the online readiness for online learning by filling out the following assessment to get a good idea of your readiness.

- **Moodle**

  A learning platform designed to provide educators, administrators and learners with a single robust, secure, and integrated system to create personalized environments.

- **WeBWork**

  An open-source online homework system for math and science courses.

- **MyNTU**

  View grades, print unofficial transcripts, and view your current tuition bill.

- **Skyhawk Email**

  Log into your student email (Skyhawk Email) to correspond with your instructors via email.

- **Student Resource**

  NTU provides many best practice resources available to online learners. NTU has a variety of online and on-site resources available to students taking online courses. Take advantage of the available resources to use to become a successful online learner.

- **Faculty Resource**

  NTU provides many best practice resources to enable instructors to design, develop, and deliver high quality distance learning courses. Instructors also take advantage of one-on-one faculty development opportunities, as well as hands-on technical training.

Each of the links include helpful documentation and information to address the HLC and SARA guidelines. However, more work needs to be done with the support of the University and the Online Education Committee (OEC). The OEC includes the following members.

- **Academic Year Fall 2016 - Spring 2017 and Summer 2017**

- **Online Education Committee Members**

  Dr. Casmir Agbaraji, *Academic Dean*

  Email: cagbaraji@navajotech.edu

  Phone: 505.786.4113

- Coleen Arviso, *Director of E-Learning*

  Email: ccarviso@navajotech.edu

  Phone: 505.786.4152

- Shasha Han, *Assistant Professor of Mathematics*

  Email: shan@navajotech.edu

  Phone: 505.786.4160

- Ramsey Seweingyawma, *Assistant Professor of Geospatial Engineering Technology*

  Email: rsewein@navajotech.edu

  Phone: 505.786.4395

- Harry S. Whiting II, PE, *Assistant Professor of Industrial Engineering*

  Email: hwhiting@navajotech.edu

  Phone: 505.786.4163

- Jason Arviso, *Director of Information Technology, Ex-Officio*

  Email: jarviso@navajotech.edu

  Phone: 505.488.8295

- Hondo Louis, *Assistant Professor of New Media*

  Email: hlouis@navajotech.edu

  Phone: 505.786.4146

- April Chischilly, *Director of Title III*

  Email: achischilly@navajotech.edu

  Phone: 505.786.4103

- Tyrrell Hardy, *Financial Aid Officer*

  Email: thardy@navajotech.edu

  Phone: 505.786.4183

- Clyde Henderson, *Librarian*

  Email: chenderson@navajotech.edu

  Phone: 505.786.4300

- Jerlynn Henry, *Registrar*

  Email: jhenry@navajotech.edu

  Phone: 505.786.4326

- Richelle Henderson, *Career & Academics Advisor, First Year Experience*

  Email: rhenderson@navajotech.edu

  Phone: 505.786.4337

- Latoyia L. Largo, *E-Learning Facilitator*

  Email: lllargo@navajotech.edu

  Phone: 505.786.4306

  The membership is large because of the task at hand which requires institution by in and support. More or less, asking the different department to add on additional responsibility without extra incentives. Nonetheless, work is still in progress in how we will design and develop each of the online support services.

- The following are E-Learning Task I need to focus.

- Faculty E-Learning Policies and Procedures – Current awaiting Faculty Endorsement, next to Provost, Cabinet, President, then Board of Regents for Approval.

- Student E-Learning Policies and Procedures - Current awaiting my editing than for Dean Becenti to Endorse after the updates, next to Provost, Cabinet, President, then Board of Regents for Approval.

- Working on along with the OEC.

  - Online Tutoring,

  - Advising,

  - Recruiting,

  - Library,

  - Disability –Accessibility

  - Online Learning Attendance,

  - Online IT Support 24/7

  - Online Student Complaint system

  - Online Registration

  - Online Student Orientation

  - Online Bookstore

  - Online Academic Advising

  - Online Counseling

  - Target a Fully Online Program with thoughtful planning and faculty by-in and support.

  - Investigate Funding sources - Grants

  - Continue working on HLC Distance Education regulations.

  - Continue working on SARA membership.

  - Build a strong Online Education Committee

  - Develop strong relation with Faculty and Staff to build a solid e-learning training plan

  - Develop strong relation with Students to build a solid e-learning training support

  - In collaboration with faculty, define Online Learning Teaching Effectiveness

  - Capture and share e-learning data

  - Work on developing and research an online remedial Math solution using MindEdge.

For more detail information, please contact Coleen Arviso, ccarviso@navajotech.edu.

8. DISCUSSION   Announcements/Other

All were to review the E-Learning page at url http://www.navajotech.edu/campus-life/e-learning to look at existing resources.

9. ADJORN   **11:36 PM**

Next Meeting: Friday, February 24, 2017 @ 10:30 am in the IT Conference Room