



Online Education Committee

MINUTES

OCTOBER 27, 2017 10:00 AM

IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Professor Harry Whiting, Coleen Arviso, Professor Shasha Han, Professor Carlos Baki, Jerlynn Henry, Sharon Platero

Agenda Topics

1. ACTION APPROVAL OF MINUTES SEPTEMBER 29, 2017

The Online Education Committee accepts the 09/29/17 Minutes as written:

Moved: Professor Whiting

Seconded: Professor Baki

Voice Vote: All in Favor

Motion Carried: Yes

2. ACTION APPROVAL OF AGENDA OCTOBER 27, 2017

The Online Education Committee accepts the 10/27/17 Agenda as written.

Moved: Professor Han

Seconded: Professor Whiting

Voice Vote: All in Favor

Motion Carried: Yes

3. DISCUSSION Update Faculty Training Plan

Coleen Arviso is working on using Quality Matters (QM) has the main resources to train faculty. She will working on creating an online training process on how to use the resources. Several faculty are already taking advantage of QM training.

For those that miss Moodle Faculty training, the Training Videos can be found at the NTU E-Learning 'Faculty Resource' page.

- [8/8/2017 – Navajo Tech Moodle v3.2 Faculty Training](#)
- [Faculty Moodle Training – Day 2](#)

All faculty are assigned two Moodle course:

My courses

- [Moodle 201 - Course Management v3.3](#)
- [Moodle 101 - Course Creation v3.3](#)



More information can be found under Faculty Resources at url <http://www.navajotech.edu/faculty-staff/e-learning-resources>.

4. DISCUSSION

Update Online Tutoring - NetTutor

Coleen will share NetTutor usage report at the next meeting. Coleen is still working with eThink to create a Pop-Up to inform students of the Online tutoring tool.

5. DISCUSSION

Update Online Chat Tool

Coleen is still research a chat tool that can address our internal needs to help with better communication using a chat tool.

6. DISCUSSION

Create a Sub Committee to work on Updating Moodle Course Shell

A draft Moodle shell template is ready and can be viewed at <http://moodle.navajotech.edu/> called NTUCourseTemplate. This template is used now and the Committee can work on modifying for better navigation and access.

The Online Education Committee will review the Moodle template. The Sub Committee will be online faculty teaching fully online. Coleen will send email asking for recommendations and input.

7. DISCUSSION

Online Program

Professor Whiting is offering ENGR 103 Introduction to Engineering delivering a course Virtual Presence using BlueJeans as a dual credit course but is running into challenges from Kirtland to Crownpoint. The students in Kirtland need to access Moodle on a regular base to access recorded videos, assignments, and information. Professor Whiting is having to drive up to Kirtland to meet with students to ensure they are on task. The facilitator at Kirtland needs to be computer savvy and to help the students access the resources online. Professor Whiting will need to visit Kirtland face-to-face three more times to help ensure the students are on task.

The Online Education Committee will look into other programs to offer fully online.

8. DISCUSSION

Create a Sub Committee to work on Online Orientation for NTU

Coleen will work with other committee to collaborating designing and delivering an online orientation for NTU.

9. DISCUSSION

JCIS Attendance



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Ms. Sharon Platero presented to discuss the JCIS Attendance – MyNTU resource. The committee requested the ability to generate a report with # of absents, # per student, Instructors using MyNTU. The faculty would like to see a report on students that are Absent. The committee also shared concern about what happens with the recording of the Absenteeism report? How is the information used? Why the information isn't shared with the faculty and used the information as leverage to help with early alert and notify the student and faculty about absents.

The registrar request the faculty to enter the attendance into MyNTU. However, the report and information is not shared overall. A report exist in InforMaker called Absent Report but it is not working.

The faculty did request they would like a report.

10. DISCUSSION

Announcements/Other

None

11. ADJORN

11:15 AM

Next Meeting: Friday, January 26, 2018 @ 10:00 am in the IT Conference Room