NAVAJO TECHNICAL UNIVERSITY

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ESTABLISHED 1979

Online Education Committee

MINUTES   OCTOBER 28, 2016   9:00 AM   IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Shasha Han, Hondo Louis, Jason Arviso, April Chischilly, Tyrell Hardy, Coleen Arviso.

Agenda Topics

0. ACTION	APPROVAL OF MINUTES	NONE

No Minutes to Approve.

Moved: none
Seconded: none
Voice Vote: none
Motion Carried: none

1. ACTION	APPROVAL OF AGENDA	September 30, 2016

The Online Education Committee accepts the 09.30.16 Agenda as written.
Moved: Hondo
Seconded: Jason
Voice Vote: Yes
Motion Carried: Yes

2. DISCUSSION	Faculty E-Learning Polices & Procedures

A hard copy of the Faculty E-Learning Policies & Procedures and electronic version was sent out to Online Education committee members. All are to review with a critical eye to ensure that the Online Learning concerns, regulations, trainings, and federal requirements are met with clear and specific information. I will attached the documents for committee member's review. The intent of the faculty policy and procedures is to provide insight of the expectations and support within our University. The Online Education committee would like to have the faculty endorse the updated policy at the next faculty senate meeting, then to the Academic Dean, next to the Provost, the University President, and for final endorsement and approval by the NTU Board of Regents. Because Technology changes so rapidly, the policies and procedures may need to change. Can this document be approved as a continuous working document and does it have to go through the internal approval process if federal guidelines change?

Task: All are to provide comments *BEFORE* the next meeting on Friday, October 28, 2016 at 9:00 am in the IT Conference Room. Coleen will add the comments, recommendations, and additions to the policy by emailing her at ccarvso@navajotech.edu.

3. DISCUSSION	Student E-Learning Polices & Procedures

A hard copy of the Student E-Learning Policies & Procedures and electronic version was sent out to Online Education committee members. All are to review with a critical eye to ensure that the Online Learning concerns, regulations, trainings, and federal requirements are met with clear and specific information. I will attached the documents for committee member's review. The intent of the student policy and procedures is to provide insight of the expectations and support within our University. The Online Education committee would like to have the Academic Dean, Dean of Student Services, Provost, the University President, and for final endorsement and approval by the NTU Board of Regents. Because Technology changes so rapidly, the policies and procedures may need to change. Can this document be approved as a continuous working document and does it have to go through the internal approval process if federal guidelines change?

Note: I will ask Financial Aid Officer to review the Online Attendance requirement for the federal Aid regulations.

Task: All are to provide comments *BEFORE* the next meeting on Friday, October 28, 2016 at 9:00 am in the IT Conference Room. Coleen will add the comments, recommendations, and additions to the policy by emailing her at ccarvso@navajotech.edu.

4. DISCUSSION	HLC Distance Education

Attached are the HLC Distance Education guidelines for your reference and Federal Aid Funds § 668.22 policy in case a student is a no show or not active in the online course. Plus our draft of the student verification in reference to HLC Policy Title: Practices for Verification of Student Identity - Number: FDCR.A.10.050 as NTUStudentIndentiyV1.0. Attached is also the HLC Distance Education Application for your review.

For Your Information: HLC accredited and the Institutional Actions Council of the Higher Learning Commission took the following actions on February 8–9, 2016.
New Mexico, USA Approval of Request for Change

Navajo Technical University, Crownpoint, NM

- Approval for distance education is limited to courses.

5. DISCUSSION	OLC & QM Trainings

At this meeting, we discusses the importance of online learning and how faculty are trained to teach online. As a result, the committee determine that we need to take advantage and market to the NTU Online faculty of the resources we have purchased.

1.) **Online Learning Consortium**

   Navajo Technical University (NTU) is an intuitional member of the Online Learning Consortium (OLC). The OLC is an organization devoted to improving the quality of online learning. As members of the consortium, NTU faculty have access to a wide variety of resources. To find out more about the OLC, click here.

2.) **Quality Matters (QM)**

3.) Navajo Technical University has access to Quality Matters (QM) tools and resources included with our subscription. You can register at https://www.qualitymatters.org/ir-training. If you have any questions, please contact mhakun@qualitymatters.org.

   IMPORTANT NOTE: The committee stated the interest in using QM as the required training resources for the online faculty. ***The two required courses would be the following. QM's courses called "Designing Your Online Course" and "Applying the QM Rubric".***

4.) **WCET Members at.** http://wcet.wiche.edu/current-members

   WCET is the leader in practice, policy, & advocacy of technology-enhanced learning in higher education. With the permission of the Online Education Committee Members, I would like to add the members to the subscriber list. WCET sends out specific information on online learning policy changes, federal requirements and technology usage in the classroom at http://wcet.wiche.edu/get-involved/membership/subscribe.

6. ANNOUNCMENTS/OTHER

We need to begin discussion on Trainings dates, funding, Internal Student Services of Supporting Online Learning, and addressing remedial Math and offering at a distance to get students Math skills up to the necessary level/skill using a tool called MindEdge as a test. Also, address intellectual property rights, student privacy concerns, online learning course request, Moodle Automation, Faculty Design and Delivery courses, Usage of Mod 8 the E-Learning Lab, continuous discussion of OLC, QM, and WCET and Grant Funds.

The other discussion the committee has was to invite invested stakeholders. I will invite Ms. April Chischilly - Title III Director to the upcoming meetings.

7. ADJORN

Next Meeting: Friday, October 28, 2016 @ 9:00 am in the IT Conference Room