



Online Education Committee

MINUTES

NOVEMBER 18, 2016 9:00 AM

IT CONFERENCE ROOM

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Harry Whiting, Hondo Louis, Jason Arviso, Tyrell Hardy, Coleen Arviso, Jerlynn Henry, Latoyia Largo, Natalie Denezpi, Richelle Henderson

Agenda Topics

1. ACTION APPROVAL OF MINUTES OCTOBER 28, 2016

The Online Education Committee accepts the 10/28/15 Minutes as written:

Moved: Harry Whiting
Seconded: Jason Arviso
Voice Vote: All in Favor
Motion Carried: Yes

2. ACTION APPROVAL OF AGENDA NOVEMBER 18, 2016

The Online Education Committee accepts the 11/18/16 Agenda as written.

Moved: Harry Whiting
Seconded: Jerlynn Henry
Voice Vote: All in Favor
Motion Carried: Yes

Faculty E-Learning Polices & Procedures

3. DISCUSSION

Coleen is will forward Faculty E-Learning Policy to Dean of Academics then to the faculty for endorsement. Minor training additions with be added to the policy. Once Faculty endorse, the updated policy will be sent to the Provost, the University President, and for final endorsement and approval by the NTU Board of Regents for adoption and implementation.

Student E-Learning Polices & Procedures

4. DISCUSSION

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. Coleen will send the student e-learning policy to the Academic Dean, Dean of Student Services, Provost, the University President, and for final endorsement and approval by the NTU Board of Regents.

5. DISCUSSION

HLC Distance Education

The Online Education Committee has reviewed the HLC Distance Education guidelines 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 NTUStudentIdentityV1.0. Attached is also the HLC Distance Education Application for your review. These are vital aspect to online learning. We need to ensure we address all online criteria as we move forward to fully online programs in the future.

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.

6. DISCUSSION

OLC & QM Trainings

Because we have new members the following was discussed and shared again.

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. The committee determine and will find financial resources and focus on QM's Rubric and Design course. The committee is looking at the Spring 2017 Faculty Orientation to offer the QM course on site. All online faculty have been assigned the Moodle training course and will get a certificate as completion. ***Funding a main concern and discussion on Professional Development Plan (PDP)***, http://www.navajotech.edu/images/contact/employeeResources/2_pdpGuide.pdf. Coleen will discuss this matter further with the Human Resources Director to address training and professional development.

The following are resources online educators have access and can be found online at <http://www.navajotech.edu/campus-life/e-learning/faculty-resources>.

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>.

7. DATA ASSESSMENT DEPARTMENT REPORT

AIHEC AIM Report

Submitted the E-Learning portion to the DATA Assessment department. Will send members copies.

8. SARA

AIHEC AIM Report

Update: Share information with new members.

National Council for State Authorization Reciprocity Agreements (SARA) – In the process of applying for this resource. 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. Jason and I spoke with Dr. John Lopez, SARA Deputy Director and encourage 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>.

Discussion: Concerns about our internal complaint process was discussed. Email was sent to Dean Becenti, Dr. Agbaraji and Dr. Thomas to clarify our internal complaint process.

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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.

The paperwork is in process to become members of SARA. 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.

9. ANNOUNCEMENTS/OTHER

Online Tutoring, Library, Advising, and Registration will be discussed at the next meeting.

10. ADJORN

Next Meeting: Friday, January 27, 2017 @ 9:00 am in the IT Conference Room