

Online Self-Study Executive Committee Meeting
April 14, 2006 2:00 p.m.

Present:

Dr. Neil Snider, Executive Committee, Chair
Dr. Vicki Spruiell, Student Support Committee, Chair
Dr. Patricia Beatty, Curriculum and Instruction Committee, Chair
Dr. Thomas Ratkovich, Faculty Support Committee, Chair
Dr. Bob Ware, Institutional Context and Commitment Committee, Chair
Dr. Martha Hocutt, Evaluation and Assessment Committee, Chair

I. Approval of Agenda

Dr. Snider started the meeting by asking if everyone had a copy of the agenda. This met an affirmative response from the committee members. He asked if there was anything that anyone needed to add to the agenda. There was not. Dr. Snider added titles, job descriptions, and workloads to the Evaluation of Online Web Pages topic. This assignment goes to the Institutional Context and Commitment Committee. The resource people are Dr. Taylor and Dr. DeVaney. Dr. Taylor informed Dr. Snider that this was a subject that had to be addressed. Dr. Snider asked if there was a motion to approve the agenda. Dr. Hocutt made the motion, and Dr. Ratkovich seconded it. It passed unanimously.

II. Approval Minutes

Dr. Snider asked the committee if there were any additions that needed to be added to the March 24, 2006, minutes. Dr. Beatty felt that one of her statements sounded truculent. She felt that it should be amended because that was not her intended meaning. The correction was noted. Dr. Snider asked for a motion to approve the minutes with the corrections. Dr. Ware moved to approve the minutes. The motion was seconded by Dr. Beatty and was approved unanimously.

III. Committee Reports

Dr. Snider then turned the floor over to Dr. Ware.

Institutional Context and Commitment Committee

Dr. Ware's committee met once on April 12, since the last Executive Committee meeting. At that meeting, they had one committee member who was unable to complete his report on his section of the process from the previous meeting. That was Clarence Egbert. He was waiting on materials from Dr. Wilkins. He had received those materials, and he made his report at their Wednesday meeting. At this point in time, all of his committee members have all the information that they need to write their various sections or questions. They are now working on that. They set a deadline for the end of

April for everyone to get their draft reports to Dr. Ware. He asked the members to follow the outline that they submitted for getting those reports to him. He let them know that it will be his job to put everything together during the month of May. They do not plan to meet again as a group. They plan to handle everything through email. The members will send their reports to Dr. Ware, and he will compile the report.

Curriculum and Instruction Committee

Dr. Snider next turned the floor over to Dr. Beatty. Dr. Beatty reported that Mitzi Green received most of the information she needed from Dr. Wilkins. She has gotten the summary of response to 2b and 2c. She has gotten a listing of the educational faculty from Dr. Smith. Dr. Beatty asked if we need to be checking if the faculty is doing the number of required hours. Dr. Snider agreed that the committees need to know this information. He thinks that Dr. DeVaney's assertion that the people who are teaching online classes are certified according to SACS standards is sufficient. Dr. Snider said that Dr. DeVaney houses the online faculty's verification of their credentials in his office. Dr. Hocutt stated that the online faculty has to meet the same requirements as the residential faculty. Dr. Snider advised Dr. Beatty to handle the verification of the faculty credentials as it satisfied her committee's requirements.

Dr. Beatty reported on the subject of Texas and their handling of the reciprocity agreement they have with us. Students have to come to Alabama and take the Praxis II and get certified in Alabama. Then they have to apply in Texas. The Alabama State Department of Education is working with the Texas Education Agency on this matter. What is the status? According to Nancy Taylor, they have found that they can not resolve the problem. The Texas students who are looking to be certified will not be allowed to enroll. The non-certified students will be allowed to enroll in the program.

Dr. Beatty's committee will meet if it is necessary; otherwise, they will utilize their email.

Faculty Support Committee

Dr. Snider turned the floor over to Dr. Ratkovich, chair of the Faculty Support Committee. Dr. Ratkovich reported his committee met on April 6th and April 13th. At the first meeting, they reviewed a survey that Mrs. Mack constructed. They went over the wording of the survey. The survey was intended to answer any remaining questions that they had. They got three quarters of those answered. In the last week or so, the wording of the survey has met with some opposition. So, the committee refined the survey and they are satisfied with it for now. They distributed it to the appropriate faculty members and asked that they get back to them with their responses by April

21st. If the committee has to meet, it will, but they expect to be able to handle everything through email.

Student Support Committee

Dr. Snider turned the floor over to Dr. Spruiell, chair of the Student Support Committee. Dr. Spruiell reported that she met with Luther Gremmels on Thursday and the other members this morning. Two of the members have completed their reports. Luther is half way through. They are going to meet again next Friday to be sure that everyone has completed their work. This should be their last meeting.

Evaluation and Assessment Committee

Dr. Snider thanked her for her report. He then turned the floor over to Dr. Hocutt, chair of the Evaluation and Assessment Committee. Dr. Hocutt reported that her committee met on April 12th, and at that meeting they each brought their individual sections that they had worked. Everyone received a copy of everyone else's report. Over the next week, everyone will review the information they have, so when they meet again April 21st they give everything to her. They will discuss any problems anyone had at that time. They also discussed the HEA handout that was distributed at the last meeting. The biggest concern that they have is ensuring that the person enrolled in the class is the person who is actually doing the work. The students are monitored during the comprehensive exam. They have a proctor for that exam, but there is no way to monitor everyday course work. The committee discussed the inherent problems with off campus course work. Dr. Hocutt ended by stating that they are very near completion.

IV. Other Items:

Evaluation of Online Web Page:

Dr. Snider took the floor. He reported that Dr. Taylor wants the Online Self-Study Committee to evaluate the online web page and come up with suggestions for improvement. Dr. Snider wants each committee to look at the webpage and make a list of concerns.

Dr. Spruiell's committee has made notes of problems they have encountered. The committee discussed the problems that they have had up to this point with the webpage.

V. Adjournment:

Dr. Snider reminded the committee members of the next meeting and then called for adjournment. The meeting was adjourned at 2:45 p.m.

