

Online Self-Study
Institutional Context and Commitment Committee
March 1, 2006, 2:00 pm, Wallace Hall 408

Present:

Dr. Robert Ware, Mr. Clarence Egbert, Ms. Choeu Mita, Ms. Beth Springer, and Mr. Frank Whitton

Welcome:

As Chair of the committee Dr. Ware welcomed everyone and thanked them for attending. Dr. Ware also stated they are one the five committees formed to accomplish the Self-Study of the Online Course Program by May 2006.

Overview and Objectives of the Committee:

The purpose of our committee is to evaluate the strengths and weaknesses of the Online Program. This the program's fourth year and we are at the point of establishing and structuring procedures. Our goal is to be prepared for SAKS when the time arises. The conducted study will be for in-house consumption only. Dr. Ware also stated that we do have SAKS guidelines to use during our preparation process.

Individual Assignments:

At this time Dr. Ware announced the individual assignments to the committee members. Each member was assigned a compliance statement; Dr. Ware is to answer 1a and 1b, Ms. Springer 1c and 1d, Mr. Egbert 1e and 1f, Mr. Whitton 1g and 1h, and Ms. Mita 1 and 1j. Dr. Ware asked each of the members to answer the assigned questions with supportive documented answers. Dr. Ware also asked the members to give brief narrations and to please state the documentation that supports their answer. Each committee member is to provide the best preliminary answer at the next meeting and the group will then discuss the answers as a committee. Dr. Ware then passed around a list of people resources that the committee can call on for assistance. Dr. Ware reiterated the importance of providing supportive evidence in his or her answers and be in compliance with University standards.

Calendar Schedule:

The committee set the next meeting time for March 21, 2006 at 2:00. Dr. Ware asked that each member please come with answers to their assigned compliances or bring a rough outline. Dr. Ware will be meeting with the executive committee on March 24, 2006, in which he plans to give an update on the committee's progress.

Questions:

Dr. Ware at this time asked each member to look over his or her assigned compliances and asked if they had any questions. The members had no questions and felt that their assigned questions were self explanatory.

Adjourn:

Dr. Ware asked for a motion to adjourn at 2:25. Ms. Springer made a motion to adjourn and Ms. Mita seconded.