Continuing Education Faculty Senate Advisory Committee
January 26, 2004

Present: Gloria Vavricka, Tim Burkink, Roger Davis, Wyatt Hoback, Herbert Craig, Mary Daake, Sheryl Heidenreich

Absent: Kerri Skinner, Ken Nikels

Guest: Steve McGahan, Andrea Childress

Gloria introduced Steve McGahan to the committee. Steve is the newly hired Instructional Designer for the Division of Continuing Education. His initial responsibility will be to support faculty in the development of online courses. Steve will be located in the colleges throughout the week. His schedule is as follows: COE – Monday afternoons and Wednesday mornings—Room B108; NSS – Tuesday afternoons—COPH Room 101B; B&T – Thursday mornings—WSTC Room E104.

Gloria did a brief update on what is new with the Division. She passed around the Continuing Education newsletter that was distributed in December. Off-Campus enrollment for Fall 2003 was 998 and it is anticipated that the Spring 2004 semester enrollment will be up from Spring 2003. This instigated discussion on where students are located that take the distance courses. Gloria indicated that three-fourths of the classes offered via distance are graduate courses. Of those, 95% are off-campus students. For undergraduate distance courses, approximately 40% of the students are Kearney students. Roger asked if a chart could be developed that reflects the various locations of the distance students each semester. Gloria visited with the committee regarding the recent request for a Distance Education Strategic Plan. Gloria was asked to replace Barbara Audley on the Distance Education Coordinating Council (DECC), and this Council has been asked by the Board of Regents to submit a University-wide distance education strategic plan. Each campus is to submit its distance education strategic plan to Central Administration by March 1. The four campus plans will be integrated into one University-wide distance education strategic plan to be presented to the Board of Regents in June. Wyatt offered to post Biology’s Distance Education Strategic Plan to the Blackboard user group. Tim asked that the committee come back to this issue at the next meeting since guest Andrea Childress, from ITS, was present to explain and gather information relative to the online course evaluation.

Tim indicated there were basically two main points that needed to be addressed by ITS regarding the online course evaluations: (1) how can we administer this online, and if so (2) can it be tested this semester? Tim pointed out it was his understanding the reason we were not using Blackboard as a tool to deliver the evaluation was because it couldn’t be guaranteed there would be student anonymity. Andrea recommended using the software called Opinio. Students
would be directed to take the online evaluation on their own time. Tim recommended faculty reinforce the importance of filling out the evaluation to their students every chance they could. The order of steps in the evaluation tool would be (1) students fill out survey questions, (2) questions/comments are tabulated, (3) results sent to chair and faculty member. Wyatt is already planning to test the instrument this spring for his online classes. Roger would like to see the instrument used for the traditional on-campus class as well.

Tim distributed comments from Scott Fredrickson and John Falconer regarding their feedback on the evaluation instrument. A brief discussion ensued making the point that the online instrument contains questions similar to the on-campus evaluation tool in that it too addresses course content, faculty competence, technology and student services.

Andrea informed the committee she had created the Continuing Education Advisory Committee Blackboard users group account. Gloria asked that Steve McGahan also be included in the Blackboard user account. Future minutes of the meeting will be posted to the account as well as any other pertinent information for the committee.

Barb Clark has asked to be taken off the committee as the College of Education representative. Tim will check on getting a replacement.

Gloria informed the committee Continuing Education in conjunction with UNL will be offering a Summer Institute for Online Teaching workshop beginning May 10. It will run five weeks with a new topic being introduced each week. This will be an online workshop that uses Blackboard along with some video conferencing. The workshop will cover good pedagogical skills that piggyback technology. It will give 20 faculty members an opportunity to experience being an online student. Continuing Education will cover the stipend of $125 per person. More information about the workshop will be circulated this spring.

The next meeting will be Monday, February 23 at 3 p.m. in the Continuing Education Conference Room area.

Agenda Items for the next meeting will be:
- Finalize survey questions
- Online administration of survey
- Address Feedback Comments from faculty
- Distance Education Strategic Plan
- Support Issues at Remote Sites – Invite John Horvath to March Meeting

Respectfully submitted
Julie Saalfeld