eCampus Faculty Senate Advisory Committee Meeting Minutes
February 15, 2011

Present: Gloria Vavricka, Doug Biggs, Ralph Hanson, Patricia Cruzeiro, Kathryn Zuckweiler, Scott Fredrickson, Sheryl Heidenreich, Steve McGahan, Julie Saalfeld

Absent: Mark Ellis, Mary Daake

Minutes were approved from the last meeting.

Update on Online WorldWide (OWW)
Director Search – three candidates were brought in and faculty from the campuses were invited to participate in the process by phone. Members from our committee that participated were Kathy and Scott. They each shared their perspective with the group. According to Provost Pratt at a meeting last week, no one candidate is sitting as a real favorite; feedback from people was across the board. The original timeline was to have someone hired and on board by April 1. At this point, no decision or offer has been extended to any of the candidates.

Temporarily, there are two people covering Arnold’s position now, Dr. Larry Dlugosh, UNL Educational Administration Chairperson, who will chair the various committees that OWW represents, and Marty Mahler, Coordinator of the Nebraska P-16 Initiative in Varner Hall, who will handle the day-to-day operation at OWW.

OWW Website - Gloria thanked everyone who submitted changes and recommendations to Sharon Stephan’s office on the OWW website. Once the website is up and going and Gloria and Julie get trained, then the changes to the website will come directly to Gloria’s office. We will not be able to post the changes directly to the website; they will still need to be sent to Sharon’s office. Committee comments about the website were: better disclosure – can find things easier, and the programs now identify the campus they are originating from making it more student friendly. Kathy mentioned that she gets asked by students quite frequently on whether the diploma and transcript has wording on it that indicates this is an “online” degree. Perhaps the OWW website’s FAQs could address this concern and explain you are getting the same degree with the same wording regardless of the delivery. This might be a topic that could be addressed when Sharon Stephan comes to visit in March. Ralph also brought up the fact that the website deals with programs and certificates, but there is no mention of this being a spot where students could come to look if they just wanted to pick up a course or two. The website is missing out on a great opportunity to market courses for summer school. Gloria said that down the road there probably will be some way to list all courses from all the campuses, but that may be a download through PeopleSoft. Ralph asked if there could just be a point of contact listed on the website to refer students to a source on each campus when they are inquiring about only courses. Gloria proposed that maybe a possible box be added to the existing UNK online program page that informs the student there are individual courses available to take through the Kearney campus and to “click here” to get more information about those course listings.

Updates in the Instructional Design Area - Steve
There are several new pieces of technology that are being incorporated in the Instructional Design area:
Docsoft – David Brandt from the ADA Office wrote an eCampus Grant requesting funds for Docsoft, which is a hardware appliance, a server, which is to machine close caption video using a voice to text matrix without having to run it through a transcriber. If we have a student that is identified as needing closed caption video, we can have David’s transcribers go in and look at the machine transcription/captioning and correct it so that it’s close to 100% accurate. Right now the transcribers are now doing work for the Biology Department and it’s taking somewhere in the neighborhood of 7-9 hours per one hour of video to just transcribe it not close caption it. This solution with enough training and transcription expertise (speed/accuracy) should get it down to 1.5 to 2 hours per one hour of video. UNK is the first of the UN campuses to do this. eCampus will maintain the tech end of the operation and David Brandt’s office will do the closed caption transcribing.

Voice Threads – Originally, Dr. Kathy Zuckweiler and Dr. Jackie Abell approached eCampus about this product and we decided to look into it and are now currently running a trial with Voice Threads Pro. Voice Threads are “vocal” discussion boards. Instead of your students typing their discussions, they use a microphone to record them. Other capabilities...you can run your PowerPoint presentation and narrate them. We currently have 7 faculty members who are testing it. We have had good feedback on it and more than likely we will proceed in obtaining a license for the pro version. In investigating this product we discovered that Wimba does have a similar function but it is far more expensive to purchase. We hope to have a limited rollout this summer and a full rollout by fall. We will announce this when it becomes available.

Olimpia Leite-Trambly – we have hired a new Instructional Designer to be assigned to the College of Business & Technology. Olimpia is a graduate of UNK with a MSEd in Instructional Technology. She will be in the Business College every Wednesday and at some point down the road she will be over in Otto Olson helping FSID and ITEC with their programs. Karen Premer serves as ID for College of Education and Steve McGahan serves as ID for the College of Fine Arts & Humanities and the College of Natural & Social Sciences.

Student Evaluation Instrument
Reviewing the student evaluation instrument was one of the major charges for the eCampus Faculty Senate Advisory Committee this year. It was thought that our current online evaluation was a bit ungainly and was not necessarily serving all of the colleges the way it should be. One of the problems with having a separate online evaluation is that the face-to-face and online instruments don’t align with each other. A subcommittee, consisting of Steve McGahan, Doug Biggs and Kathryn Zuckweiler, came up with the idea that if we really need these two evaluations to align and realistically know that we’re never going to get all four colleges to have a standard evaluation, we should rather focus on coming up with a core set of questions about online courses that could be added at the end of each college’s individual evaluation. The subcommittee came up with a first draft of five questions. There was lengthy discussion and it was decided that members of the committee will take these five questions back to their colleges and get input from faculty and report their findings at our next meeting. Please remind faculty that the questions posed are not a requirement, just a suggestion. It needs to be framed in the context that we are just making available an evaluation for faculty who teach online to help with consistency for promotion and tenure.

Budget Review
Recall that tuition variance is no longer going into revolving accounts; it is allocated to newly created state accounts. Departments with full programs were given their 2010-11 allocation in September 2010
the allocation was based on what the program had generated the year before and projected growth for the upcoming year. For departments that do not have full programs, it was more difficult to project an allocation for them. Non-program online departments will be given their money at the end of 2010-11 (probably by the end of September 2011). At the same time (end of the year) we will look at departments with full programs and see what they actually generated and make any adjustments if they should have received more funding. We will then project and allocate for the next year, 2011-12, and departments with full programs should have their allocation by the end of September 2011. THE MONEY IN STATE TUITION VARIANCE ACCOUNTS MAY BE CARRIED OVER IF DEPARTMENTS FOLLOW THE PROPER PROCEDURE. There will be a process for this...in April, Gloria will contact all the departments that have state tuition variance accounts established and will be asking for the balance in their account and a brief justification as to why they need to carry the funds over. Gloria will also be asking how the money was spent this past year, since we need to be accountable for those funds. Gloria will forward this information to the Budget Office which will then be sent on to Central Administration. Gloria has been reassured that this should run smoothly. President Milliken has made it clear that he does not want any negative budgetary impact on distance education. We have not heard yet what the OWW assessment will be for next year, but this past year it was based on 5% of the total distance education tuition.

Sharon Stephan Visit
Sharon Stephan, Associate Vice President, Communications and Marketing Office of the Vice President for University Affairs, will be out for a visit to UNK on March 3. Gloria would like to put something together so Sharon can visit with faculty teaching online and the various online program advisors and anyone who has been working with her from UNK on the OWW website. Tentatively we are considering a luncheon and once those plans are more definite, Gloria will send out an email to let people know.

Other Business
Summer 2011 Distance Education Stipends — 30 faculty applied and $50,000 was awarded.
Fall 2010 eCampus Grants – eCampus funded about $106,000 to various departments and units on campus.
Fall 2011 Distance Education Stipend Application will be going out soon via email.
OWW grants information needs to be sent out and are due back to Gloria by March 14.

Our next meeting we will be sometime after Sharon’s visit and before Spring Break, we will send out a Doodle to find a time when most of us can meet. Thank you for coming!!

Respectfully submitted
Julie Saalfeld