

## Instructional Technology Advisory Committee Minutes for 4/7/04

1. Frank Spaniol shared his thoughts about online education.
  - a. Quality issues: We need to ensure that online courses are academically rigorous.
  - b. Management: Online courses can be difficult to manage. Instructors need to be available almost 24/7 and can get easily overloaded. He recommends that enrollment be limited to 25 per course for undergrads and 20 per course for graduate students.
  - c. Training: Faculty need to continue training in both WebCT and pedagogy issues involved in online courses.
  - d. Building online courses: These can take more time to develop than traditional courses, so release time for developing online courses is helpful. Additional incentives for taking the time and effort to create online courses would also be helpful. He recommends using textbooks that come with electronic ancillaries that are ready to go for online courses. Jim Neale added that online courses should contain a multimedia component so they can offer more than the traditional textbook experience.
  - e. Execution: Many online courses require an orientation session where students come to campus at the beginning of class to learn how everything works. Perhaps we could create a university wide orientation session at the beginning of each semester about how online courses work.
  - f. Security: An ongoing concern is security regarding who is logged into a course. A testing center may be needed to verify who is logging in to take tests and submit homework.
  - g. Grading: Spaniol recommends using a wide range of grading techniques, partly due to security concerns. His classes are typically 25% objective (e.g., multiple choice), 25% subjective (e.g., essay), and 50% term papers or research proposals. Neale echoed this concern. Neale uses portfolios, papers, and other activities while avoiding multiple choice tests.
  - h. Support: Support staff are needed for handling technical aspects, such as document formatting and creation of multimedia elements. Spaniol also recommends that faculty teaching online courses should have laptop computers.
  - i. WebCT: During the course of discussion, Gary Fisk mentioned that Lovely Lewis told him that we will not be moving over to the WebCT-Vista platform next year. Apparently the migration to the WebCT-Vista platform will be delayed for at least one year. We will continue using WebCT 4.0.
2. Policy changes: Anthony Ianno briefly discussed some policy updates to the computer, web, and web style policies. These updates include state rules regarding pornography. Human Resources will become involved if porn is discovered on faculty and staff computers. The rules regarding technology fees and the role of computer services are also covered in more detail. One item for future consideration is the use of brief quotes at the end of email messages. The committee generally feels that these are inappropriate to send out on campus-wide email messages.