OLAC Notes – 9/8/2017

Attendance: Koya, Michelle, Pat, Jan, Justin and Christina

- **Clarification on seat time - policy**
  - 10% seat time cannot be missed
  - Departments have different obligations –
  - Review options for alternative options of recording lectures for absence due to professional opportunities

- **Academic integrity module**
  - Blackboard Academic Integrity module being piloted this fall – Michelle and Justin
  - All faculty use it in different ways - do they have to take it if they take it in another classroom. – Redundancy in classes. Should they need to take it if in several classes?
  - Grammarly - Is there a human proofing option?

- **Online Course Review Committee** has been passed last spring.
  - Next faculty assembly the committee will be finalized

- **SOLAC**
  - Student chair has graduated - down 4 students
  - Need more (online) students for committee
    - How can faculty increase recruitment for committee?
  - OLAC and SOLAC need to gather information on online student experience.
    - Gather info from S.NHU, Florida State, Arizona State
    - Create a questionnaire for students (?)

- **Proctoring**
  - Review of SUNY priced options for the campus
  - Christina will start setting up 20 min webinar overviews for top options.
OLAC Notes - 12.13.17

Present: Justin Spaulding, Christina Smith, Michelle Currier, Jan Robinson, Koya Tatsuihito

Absent: Pat Casselman, Diane Muehl Nolan Reid (student rep.), Emily Hamilton- Honey

Announcements from Molly –

- SUNY Canton was recently awarded the Online Enhancement (PIF) Grant from SUNY for $480,000 for 2 years to elevate our entire online enterprise. Specifically, we have funding for:

- Staffing:
  - A Campus Life Coordinator for Fully Online Students who will be responsible for implementing virtual activities of value to our fully online students; student assistants to video-stream campus life events; an e-sports coach, a learning spaces technician (supporting faculty in converged classrooms), and a Banner Workflow position to automate manual processes.

- Contractual needs:
  - Online tutoring (STAR-NY): Tutoring consortium, uses a collaborative whiteboard tool for online tutoring, able to access CRLA (certified) tutors across the state in all the subjects that we currently provide
    - Online Proctoring Solution
    - Development of Online Orientations for summer and transfer students
Development of virtual resources (study skills, etc.) for academic recovery students who are online

- Professional Development:
  - Funding to support creating a SUNY-side community of best practices
    - Jan – Qwickly module (maybe funding could help with that) Building block online (conveyed to Molly)
- Vendor for ReadWrite did not recorded therefore Lisa will provide videos
- Molly formal request
  - Would it be possible for OLAC to audit and assess the experience of online students in terms of campus-wide administrative functions and processes?
    - What are some of the most common inconsistencies between the experiences of online and f2f students?
- Proctoring:
  - Use notes to do a brief survey for faculty
  - Do when we get back from winter term.
  - Informal survey through IS and the provosts office.
- ID’s for online students
  - Mike Newtown met with CA - haven’t heard anything yet
  - Coming up with process through CA’s
  - Waiting for other campuses to respond to request for information.
  - Jan – Southern NH? Ask Charles Fenner
- OLRC will have a standing place to discussion items in OLAC meetings.
- Jan - Could RJ please CC OLAC a copy of the emails going to online students?

**OLAC Notes - 4.30.18**

Present: Ann Petrocccione, Christina Smith, Michelle Currier, Jan Robinson, Koya Tatsuihito

Absent: Pat Casselman, Justin Spaulding
Agenda

- Proctoring Project
- 2018-19 Academic Year
- Faculty Training Recommendation

The committee met to discuss next-steps for: 1) wrapping up the proctoring project; and 2) looking ahead to the 2018-19 academic year. In addition, the committee briefly discussed training needs for online faculty; and FLEX class format concerns and considerations.

**Next Steps:**

- Proctoring Project
  - The Committee discussed the difficulties encountered this semester in getting the proctoring trial off the ground. The major impediment has been associated with vendor responsivity, as well as the time-intensive nature of installing the Bb building blocks for each product, for which we were subject to the timeline, requirements, and processes of each of the vendors.
  - The faculty who are using the trial version of each of the three potential proctoring products are in the end stages of their trial. Their use will wrap up in or around final examination time. Michelle and Christina will solicit feedback from these faculty following their use of the products and compile this data to share with OLAC during summer term. OLAC members should look for a draft of the end-of-year memo that Michelle will send to Molly, as well as a request for comment and feedback on the proctoring data, over the summer. Please consider responding!

- 2018-19 Academic Year
  - The committee discussed plans for the 2018-19 academic year. It was noted, and the committee unanimously agreed, that having regularly scheduled biweekly meetings, as is OLAC common practice, will again take place this coming fall. The proctoring trial took a major portion of the committee’s time this entire year, but Michelle apologized for her personal circumstances having impacted the momentum of the group’s work this spring as well.
  - The group agreed it will be reviewing the productivity software product for Blackboard called Qwickly in the fall.
  - SUNY Canton will be launching Blackboard Ally this fall (an accessibility tool for Bb), which will also be reviewed by the group.
  - It is likely that OLAC will be charged with discussing and making recommendation(s) regarding the institution’s current plans to acquire intellectual property rights in perpetuity for certain online classes (e-core), and to alter the present structure of compensation to account for this type of shared rights circumstance.
FLEX Classes

- The group briefly discussed the present delivery mode known on campus as “FLEX.” The group agreed that this was a matter which deserves more discussion and consideration, and should be added to the 2018-19 OLAC agenda. In particular, the group will focus on whether or not classes taught in the converged “flex” modality should be designed primarily as an online offering, and should have to meet approved standards prior to being offered.

Faculty Training:

- The committee resolved to provide the following recommendation to the Associate Provost on the matter of faculty training for developing and teaching online courses:

  Speaking as the faculty voice on matters relating to online learning, it is the Online Learning Advisory Committee’s recommendation that all faculty who endeavor to develop and/or teach an online class should first be required to successfully complete formal training covering the competencies required to meet standards of quality in the design and delivery of online learning.