

OLAC Notes - 9.18.18

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

Absent: Pat Casselman, Justin Spaulding

- Meeting every two weeks for future meeting – Jan and Christina “ok”

Agenda:

(1) Proctoring update:

- a. RPNow memo was sent to Molly for review over the summer (June)
- b. Michelle attended Deans Cabinet regarding proctoring solutions by the committee (Aug. 28th)
 - i. \$12.00 per exam from RPNow
 - ii. Proctored vs. unproctored services could be provided
 - iii. Need to estimate usage of the product, so that students could purchase a code through bookstore. This will be done via a survey to faculty.
 - iv. No on-campus tests will be proctored with RPNow. Instead, the campus will purchase Respondus lockdown browser. (Respondus lockdown browser)
 1. No cost to students
 2. Could be used for f2f and campus classes (Cost effective)
 - v. RPNow would be used in all online courses
 - vi. Michelle to put out a survey to determine how many faculty would use the product. (All online faculty)
 1. Sent 7th of September – only 23 responses so far.
 2. Will send out survey again to online faculty to get a larger.
 - vii. Many conversations were regarding student cost. Most campuses hand the cost down to the students.
 - viii. Notifying students prior to adoptions within the course descriptions to inform them of proctoring costs.

Action Items:

- Michelle will send out survey to online faculty again with a few revisions to instructions.
- Add proctoring to agenda to school meeting “road show” to explain proctoring. Take surveys after to gather more information.

(2) Tasks for 2018-19

- a. Draft policy recommendations on online proctoring
 - i. Committee will be working on a draft within the next few meetings
- b. Review and provide a recommendation on Qwickly
 - i. Committee will work on this product recommendation for this. It will be researched by committee and have information by next meeting.
- c. Suggest a compensation model for revisions requested for shared rights in perpetuity.
 - i. Committee will make a recommendation regarding the way to compensate individuals who update OER and perpetuity courses.
 - ii. Committee will be working on a compensation model.

Action Items:

- Jan will determine other campuses that are using the product. She will also determine the cost involve in using the building block in Blackboard Learn.
- Members gather information from colleagues regarding ideas for compensation models

OLAC Notes - 10.2.18

Present: , Christina Smith, Michelle Currier, Jan Robinson, Koya Tatsuihito, Richard Hu, Pat Casselman

Absent: Justin Spaulding, Ann Petroccione

Agenda:

- Committee recommendation for Qwickly
- Policies for new proctoring software
- Compensation model for the OER course purchased in perpetuity but need the three-year re-review.

(2) Proctoring update:

- a. Send the survey back out to faculty to gather more information.
 - i. Provost wanted to know upfront to know how many access codes that we would need
 - ii. Survey totaled 36 responses vs. 23.
 - iii. 11 people are interested in using proctoring this year.
 - iv. 8 said no, they would not use it.
 - v. OLAC could recommend that faculty use it just for midterm and finals
 - vi. Recommend - Post use survey after trial period would give more insight into usage
 1. Cost per student was a concern
 - vii. Online proctoring vs. using proctoring center from list online
 1. Looked at student centers – SUNY Canton - Career Services was listed as a test center.
 2. Fee - \$20 per test at SC & only specific exam types
 - viii. Faculty need to be made aware that this exists. Bring back to your departments:
<https://www.asa.stonybrook.edu/suny/eps/visitor/OpenSUNY>
 - ix. A test center might be part of the larger picture for the campus? (grant?)
 1. Re-testing is a way to retain students
 2. Committee will need to come up with legitimate need for the service beyond office hours to be used for this.
 3. Other option – try to use Bb Collaborate as a pilot – Michelle is interested in trying it.
 - a. Scheduling would have to happen all at the same time – might be a problem.
 - b. Jan might do some extra credit for students to take quizzes with Bb Collaborate.
 4. Respondus Lockdown Browser is in the pipeline.

(3) Qwickly

- a. Jan discussed what she found regarding what it does
 - i. Free product
 - ii. SUNY Contract for Qwickly
 - iii. Can pull from cloud storage

Action Items:

- Michelle will draft an recommendation to Molly regarding a proctoring service on campus.
- Michelle will draft memo to recommend Qwickly.
 - Christina will check out pricing for SUNY pricing for Qwickly.

Tasks for 2018-19

- d. Draft policy recommendations on online proctoring
 - i. Committee will be working on a draft within the next few meetings
- e. Suggest a compensation model for revisions requested for shared rights in perpetuity.
 - i. Committee will make a recommendation regarding the way to compensate individuals who update OER and perpetuity courses.
 - ii. Committee will be working on a compensation model.

Meeting/Project Name:	OLAC		
Date of Meeting:	October 16, 2018	Time:	9 a.m.–10 a.m.
Minutes Prepared By:	Jan Robinson	Location:	Virtual
1. Meeting Objective			
Regular bi-weekly meeting			
2. Attendees		Absent	
Michelle Currier, Chair		Justin Spaulding	
Patrick Casselman			
Richard Hu			
Ann Petroccione			
Jan Robinson			
Christina Smith			
Koya Tatsuihito			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Volunteer to take meeting notes	Michelle asked for a volunteer to replace Christina as the official “note taker” for this year’s meetings. Christina has graciously taken on the task for the past several years. Jan volunteered for the upcoming academic year.		
QWICKLY	Jan provided information regarding the Bb building block Qwickly: <ul style="list-style-type: none"> • Comparison of product features and costs were provided to OLAC • Spoke with the company representative Sandra Zlojutro (who has been in touch with Christina as well) and had granted use to our campus for a trial period of two months, ending on Dec.16th, 2018 • Michelle provided Dr. Molly Mott with OLAC’s recommendation for testing the product; Molly agreed and moved forward authorizing the integration of the building block to Bb 		

	<ul style="list-style-type: none"> • Matt Nichols initialized the building block for use and provided instructions explaining the setup of the product by individual faculty members for the trial period
RP NOW Proctoring	Michelle distributed a survey requesting faculty feedback on their level of interest in using a proctoring service in their classes. The number of faculty providing feedback didn't provide enough data, so the survey link was sent again. There was a slight increase in faculty participation. The responses indicated interest in the use of the service for approximately 250 exams for the academic year, which would equate to approximately \$3,000. Molly will share that information at Dean's Cabinet and move forward with recommending that the college initially cover the cost of the 250 exams. There were a few faculty members who indicated they would like to use the service for many exams in their courses. The cost to the students if used, at a price of \$12.50 per exam, would not be indicative of the campus' endeavor to control costs associated with textbooks and other supplies.
RP NOW Proctoring (cont'd)	Michelle asked if we thought OLAC should recommend a policy about the use of RP Now that is responsive to student costs. If the campus were to purchase a number of codes, would we want to suggest a policy indicating a maximum number of codes allocated to faculty based on the number of high stakes exams that would require proctoring in their classes? A few committee members inquired if there were other campuses that had such a policy in place. Alfred State is another campus currently using the service. Christina indicated that she spoke to someone at Alfred but based on their negligible use of the product does not believe they would have any formal policies in place they could share.
Respondus	The faculty survey respondents expressed a greater interest in using the feature of a lockdown browser during testing versus a proctoring service. Respondus is cost-efficient and integrates easily with Bb. A contract with Respondus has been formalized but is still in the review process at SUNY's legal department. The Nursing Program has expressed the most interest in using this type of application, so after the trial use of the application begins, we will be looking for feedback from them.
TurnItIn	The contract for TurnItIn is up for renewal in January. At this time, there are approximately 20 users on campus. Molly requested feedback from Michelle regarding her use of the product and would like some additional feedback from the other users regarding how they're using the product and why they have chosen to use TurnItIn as opposed to SafeAssign. Christina stated the Online Learning staff continued to encounter system and service problems with TurnItIn. If the contract were terminated, the college would save less than \$11,000 annually. Due to the different needs of instructors,

<p>Compensation for Course Development and Review</p>	<p>Discussions regarding compensation/stipends for:</p> <ol style="list-style-type: none"> 1) Course rights for those developed in perpetuity 2) Re-review of courses purchased in perpetuity 3) Could there be a scaled compensation system developed based on the amount of content that needs to be revised in a course up for re-review? 4) Should there be courses developed in perpetuity? 5) Process of developing courses for hire to prevent courses from being “held hostage” by those who won’t sell the rights to their course. 6) Christina will share the comments made in our meeting with the Online Course Review Committee.
<p>Need for Additional Course Review Volunteers</p>	<p>Christina stated the Online Course Review Committee would need to enlist additional volunteers to complete the number of courses up for review.</p>

4. Action Items				
Action		Assigned	Due Date	Status
1	Develop a policy suggesting a maximum number of exams to be administered using RP Now at least during the first year of use and evaluation.	Michelle		In Process
2	If the results of the programs participating in the test of Respondus are positive, formulate a recommendation to the college to purchase the service integration with Bb.	OLAC		In Process
3	Molly indicated she was going to contact the 20+/- users of TurnItIn to see if there are any compelling arguments to renew their contract in January.	Molly		In Process
4	Revisit the discussion regarding course development and review compensation in our next meeting.	OLAC	10/30/18	

OLAC MEETING MINUTES

Meeting/Project Name:	OLAC		
Date of Meeting:	January 28, 2019	Time:	10 am – 11 am
Minutes Prepared By:	Jan Robinson	Location:	Virtual
1. Meeting Objective			
Regular bi-weekly meeting			
2. Attendees		Absent	
Michelle Currier, Chair		Richard Hu	
Patrick Casselman		Ann Petroccione	
Justin Spaulding			
Jan Robinson			
Christina Smith			
Koya Tatsuihito			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Lynda.com	Christina contacted Lynda.com regarding other SUNY campuses use of the service, and there was an extensive list. She received a quote based on FTE = 165 faculty and 3,000 students at cost \$3,500 annually for unlimited access. Lynda.com has forwarded a quote to SUNY Canton offering a 30% discount and a 5-month paid pilot which can be deducted from the annual balance due if you adopt the service. Lynda is affiliated with LinkedIn and can be used for professional development, alumni development, etc. Students could use LinkedIn for career and interview skills as well as professional contacts. Michelle asked Christina to inquire about other campuses regarding their uses and satisfaction with the product Currently Lynda is offered through the NYS Library system, but it's only accessible to NYS residents.		
Online Student Engagement Survey	The committee discussed the data provided by Dr. Molly Mott and the need for further extrapolation of the data using more defined demographic parameters. The data did reveal students are taking more online classes than specifically taking them to fulfill the requirements of an online degree program.		
Meeting Times	Based on everyone's feedback to Michelle, OLAC meetings for spring are scheduled for every other Monday at 10:00AM.		
Respondus Browser	The administration has approved the funding and purchase of the Respondus Lockdown Browser service before receiving OLAC's recommendation. Michelle created a memo and shared it with the committee regarding OLAC's recommendation for the purchase of the Respondus service. OLAC unanimously indicated their support for deployment and delivery of the technology based on best practices; the memo has been forwarded to Dr. Molly Mott. The lockdown browser was piloted by the Nursing Program in Fall 2018 and will be available for use by campus-based classes only going forward. There were a few glitches during the pilot relating to the download of the product and its interaction with antivirus applications. The campus-based helpdesk could not assist in the resolution of problems occurring on students' personal devices. The product does not work on Chromebooks and may have intermittent response issues using wi-fi. Reserving computer labs for testing may present problems due to the lack of dedicated classroom space.		

Compensation for Course Development and Review	Discussions regarding compensation/stipends/content regarding: <ol style="list-style-type: none">1) The development contract for in perpetuity courses would stipulate the number and extent of the re-review process that would be covered by the initial \$5,000 stipend paid to the course developer.2) Committee members discussed the amount of revised material that would constitute the need for development of a new course i.e. 75%.3) The effect of using OER material versus commercially published texts/material in the review process.4) Christina stated currently the focus of courses developed in perpetuity would be on those with high enrollment courses. There have been repeated occasions when an instructor has been assigned to teach an online course “in an emergency” situation and the campus doesn’t have the rights to distribute the existing shell(s).5) Courses developed as “in perpetuity” would undergo a formal review by the campus Instructional Designer before the course “goes live” to insure the course follows the principles of Universal Design and Accessibility.6) How will the changes in SUNY’s GER requirement affect the online review process?7) Matching course content with SLO; how would a significant change in a course outline trigger the course for re-review?
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4. Action Items				
Action		Assigned	Due Date	Status
1	Revisit the discussion regarding course development and review compensation in our next meeting.	OLAC		In Process
2	Review additional data regarding the Online Student Satisfaction Survey.	OLAC		In Process
3	Discuss how would significant changes in the course outline/master syllabus activate a review of a course shell where the college has purchased the rights to use.	OLAC		In Process

OLAC MEETING MINUTES

Meeting/Project Name:	OLAC		
Date of Meeting:	February 11, 2019	Time:	10 am – 11 am
Minutes Prepared By:	Jan Robinson	Location:	Virtual
1. Meeting Objective			
Regular bi-weekly meeting			
2. Attendees		Absent	
Michelle Currier, Chair		Ann Petroccione	
Richard Hu		Patrick Casselman	
Molly Mott			
Justin Spaulding			
Jan Robinson			
Christina Smith			
Koya Tatsuihito			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
SUNY Whitepaper	<p>Michelle requested written feedback on the SUNY white paper regarding the state of the system's online learning initiative. OLAC will draft a response to the college. Molly requested that SOLAC be advised of the white paper and asked for comments.</p> <p>A copy of the draft Whitepaper is provided as an attachment to these notes.</p>		
Virtual Orientation & Virtual Clothing Fair	<p>Molly explained that a virtual orientation product was launched real-time and moderated by RJ. She stated</p> <ol style="list-style-type: none"> 1. we are the only SUNY school offering an interactive online orientation. 2. students liked the structure of the program because it guided them thorough participative activities. 3. an online version accessible anytime is under development. <p>The virtual clothing fair was a major success with over 30% of online students participating. The event used Shopify as an e-commerce application for conducting the "purchase" of goods.</p>		
Work Study Eligibility and Other Opportunities for Online Students	<p>Molly presented information regarding the eligibility of online students to participate in work-study programs and additional information as follows:</p> <ol style="list-style-type: none"> 1. 71% of our online students meet the federal eligibility guidelines to participate 2. Work-study opportunities can be conducted off campus by online students, but the student must provide services for organizations with non-profit status only. 3. Online students should not be excluded from participation in this endeavor. SUNY Legal has reviewed the policies and procedures SUNY Canton has drafted. 4. Molly will meet with the staff in the One Hop Shop that coordinates work-study 		

	<p>reporting and payroll to develop an implementation plan.</p> <ol style="list-style-type: none"> 5. Online students will be notified of the opportunity and advised on how to proceed if they wish to participate. 6. Currently, no other SUNY institution has determined how to offer work-study opportunities to online students. The monitoring process will mirror the existing guidelines for on-campus students. 7. The initiative could be used as a service-learning opportunity. <p>A travel stipend has been approved enabling online students to participate in the annual campus scholarly activity event. Students will be required to complete an application for qualification.</p> <p>An announcement was forwarded to online students offering free senior yearbook photos.</p> <p>Online student participation in the honor's convocation process is also being examined.</p>
<p>Online Faculty Inclusivity</p>	<p>Molly questioned the degree to which online faculty feel included and participate in campus activities. Jan stated she felt faculty had to personally seek out those opportunities in order to be included. Michelle provided feedback regarding her satisfaction and preference for a virtual meeting format which enables online faculty/staff to participate in committees on campus.</p> <p>The campus should support e-voting by faculty not physically attending assembly. Digital voting allows all faculty members to cast a vote privately without feeling intimidated. Michelle encouraged additional discussion regarding the topic.</p>

4. Action Items				
Action		Assigned	Due Date	Status
1	Revisit the discussion regarding course development and review compensation in our next meeting.	OLAC		In Process
2	Committee members to forward comments regarding SUNY Whitepaper to Michelle before next meeting.	OLAC		In Process

OLAC MEETING MINUTES

Meeting/Project Name:		OLAC	
Date of Meeting:		February 25, 2019	Time: 10 am – 11 am
Minutes Prepared By:		Jan Robinson	Location: Virtual
1. Meeting Objective			
Regular bi-weekly meeting			
2. Attendees		Absent	
Michelle Currier, Chair		Ann Petroccione	
Kelly DeHaut (GUEST)		Patrick Casselman	
Richard Hu			
Jan Robinson			
Christina Smith			
Koya Tatsuihito			
Sharon Tavernier (GUEST)			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
STARFISH	<p>Sharon Tavernier gave a short demo on Starfish “Roo Success” which will take the place of the MTS and engaged/not engaged system. Testing is still taking place, so no live information is being forwarded to students at this time. The system can also interact with the Blackboard LMS.</p> <p>Starfish is an early alert communication tool that supports student success. It is designed to help faculty communicate academic progress concerns with students in their classes, identify resources that might be helpful to their success, and provide them positive feedback on improved progress.</p>		
ONLINE COURSE DEVELOPMENT COMPENSATION	<p>The committee again began a discussion regarding the issue of course development stipends, with a focus on courses developed “in perpetuity.”</p> <ul style="list-style-type: none"> • Christina stressed the importance of having a library of courses designed for large enrollment courses. • Jan presented a list of sample course development stipends from other universities (see attached) for both the development and revision of online courses. • Should it be the responsibility of Curriculum Coordinators, Dept. Chair, or Dean to ensure the courses scheduled for any semester/term have an updated course shell in place for the use by the faculty assigned to teach the course? • If the college provides a stipend for course development, shouldn't that course be the property of the college to use UNLESS all of the materials used in the course have been developed by the faculty member requesting a stipend? • Although the committee can recommend changes to the future development and stipend process, we still are obligated to formulate a recommendation as it relates to the current process. 		

4. Action Items				
Action		Assigned	Due Date	Status
1	Revisit the discussion regarding course development and review compensation in our next meeting.	OLAC		In Process
2	Feedback to Sharon Tavernier regarding the features of Starfish OLAC feels would be advantageous.	OLAC		In Process

OLAC MEETING MINUTES

Meeting/Project Name:	OLAC		
Date of Meeting:	April 15, 2019	Time:	10 am – 11 am
Minutes Prepared By:	Jan Robinson	Location:	Virtual
1. Meeting Objective			
Regular bi-weekly meeting			
2. Attendees		Absent	
Michelle Currier, Chair		Justin Spaulding	
Patrick Casselman		Ann Petroccione	
Richard Hu		Koya Tatsuihito	
Jan Robinson			
Christina Smith			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Compensation for Course Development and Review	Please see attached memo related to all recommendations regarding course review and compensation presented to Dr. Molly Mott.		
Curriculum Committee Course Revision Process	The revision of a master syllabus does not currently initiate a review of the appropriateness of the current online course. We discussed the addition of a review process by the Curriculum Committee to ensure the content of the existing online course reflects the changes approved by the schools and the committee itself. Based on this meeting's discussion, Michelle is going to prepare and forward a memo to Curriculum Committee noting that we observe a breakdown in the review process, without a formal recommendation by this committee.		
Roo Success	At a previous meeting, we decided the gradebook should not be pulled into the Roo Success system for advisor access and we agree that recommendation should stand. We've communicated that recommendation to Sharon Tavernier.		
SUNY Canton Shared Rights Document	The Online Learning Review Committee suggested OLAC review the document. Confusion exists between the use of the term compensation versus stipend in the report. Christina explained the Online Review Committee felt the material might need further clarification prior to submission to Dr. Molly Mott. Upon further discussion, Michelle stated that feedback at this time from OLAC wasn't needed.		