# Meeting Minutes

**ATC**

**Location**: AA-168

**September 21, 2018**





1. The meeting was called to order and the minutes from April’s meeting were approved.
2. The only item on the agenda was to go over the committee goals for the year. The first goal was to create an OER policy for FSW to pilot in the spring. The majority of the meeting was devoted to discussing this goal. The committee agreed that we needed a broader representation of faculty to tackle this goal than presently sits on this committee. Since the timeframe is so short, the committee also decided that it would be impossible for the committee to come up with a plan without meeting outside our current meeting schedule. The general consensus was that creating an OER initiative for FSW was a good idea. Some departments have already begun this process particularly with the online courses. The committee recommended that a task force be formed with interested faculty from across all disciplines. Several committee members agreed to serve on this task force. The chair of ATC will contact all of the department chairs to determine what each department thinks about using OER. The department chairs will solicit volunteers to serve on the task force. The ATC chair will also address faculty senate in October to explain the purpose of the task force and to ask for volunteers. Once a list of interested faculty has been established, the ATC chair will set up meeting times for November. Hopefully, a plan of action can be completed by December for implementation in January.
3. Other goals for this year were discussed including revising the course development process, creating a plan for engaging faculty in Canvas training before Fall 2019, defining the goals for the eLearning coordinators, reviewing the present contract language for Online and proposing any changes, addressing awards and recognition for online faculty, high quality and quality courses and opportunities for professional development and QM course review.
4. Roz reported that the eLearning coordinators are being chosen by the department chairs and the deans and will begin working in spring. The state is going to be using Quality Matters to evaluate online courses. Instructors will also be able to receive badges and recognition designations. Roz would like to institute a “Master Online Teacher” much like the Master Teacher program we now have.
5. We will be saving money on Quality Matters since this is now a statewide system. There are opportunities for faculty to receive QM training. Other items that the committee will be addressing this year include course development processes, master course maintenance, required Canvas training, consistency across the curriculum and others listed in our goals.
6. The meeting was adjourned.