Executive Steering Committee
January 30, 2017
11:00 AM-12:00 PM - Suite 136 Conference Room, One Drexel Plaza, 3001 Market Street

MINUTES

Call to Order

The regular meeting of the Online Learning Council Executive Steering Committee was called to order on 30 January 2017 at 11:00 AM in OPD Suite 136 Conference Room by Dr. Susan Aldridge.

PRESENT: Susan Aldridge (Chair), M. Brian Blake, N. John DiNardo, Karyn Holt (OLC Faculty Fellows Chair), Patrick M. Jones (Coordinator), Joel Rodriguez (Staff), Susan Smith, Nancy Songer, Evelyn Thimba.

ABSENT: Thomas DiChiaro, Gloria Donnelly, Ludo Scheffer (Faculty Senate Chair)

Reports

• Demonstration of Introduction to Online Teaching Courses
  o Karyn Holt (CNHP) and Allen Grant (SOE) introduced the following two courses they have developed for Drexel faculty who teach online: The Essentials of Online Teaching, and Advanced Pedagogy and Design.
    ▪ The Essentials of Online Teaching has been piloted and will be run for the first time in Spring Term.
    ▪ Advanced Pedagogy and Design is still in development and will be run for the first time in Summer Term.
    ▪ Both courses will be offered every term thereafter if there is demand.
    ▪ Drexel University Online funded the development of these two courses.
  o The Committee members congratulated them on their work and the quality of the courses. They discussed the following:
    ▪ whether or not these courses could be taken by personnel outside of Drexel
    ▪ if those who complete the courses should receive a certificate
    ▪ how completion of the courses might be used in Annual Faculty Reviews
    ▪ whether or not faculty should be compensated for taking the courses, such as with a reduced teaching load
    ▪ if there could be ways to measure the impact of taking these courses on faculty performance as online instructors
    ▪ whether the courses should be voluntary or compulsory for faculty members who teach online; for example, should all new faculty members be required to take these courses
  o It was decided that the Provost will send an email to the faculty announcing when the courses run and encouraging participation.
OLC Faculty Fellows Update
  o Karyn Holt, Chair of the Online Learning Council Faculty Fellows, briefed the committee on the group’s activities during the Fall 2016 Term. Her full report is available in the OLC Committee Reports document that was circulated to the Committee members.

OIR data on retention and persistence of online students
  o Mark Freeman, Vice President for Institutional Research, presented two tools that illustrate retention of online students. The tools are two of several that his team has developed to provide data regarding online students. They are all available in Tableau at https://viz.drexel.edu
  o It was decided that the following information on the behavior of online students would be added to the tools in Tableau:
    § doctoral programs
    § college-by-college data to include comparative costs
    § the average number of credits students take by program
  o It was also decided that national data against which to benchmark retention, such as from the Babson Survey Research Group (http://www.onlinelearningsurvey.com), will be located and added to the tools.

Online student responses from the 2015 & 2016 surveys of graduating students
  o This presentation was postponed until the next OLC Executive Steering Committee meeting at 9:00 on 25 April 2017 in order to allow for appropriate time for presentation and discussion.

**Action Items**

Increasing Drexel’s rankings in the U.S. News & World Report 2018 Best Online Programs

2017 Rankings:
  o Graduate Nursing Programs: #35 (up from #42 in 2016)
  o MBA: #61 (up from #91 in 2016)
  o Graduate Information Technology Programs: #11 (down from #8 in 2016)
  o Graduate Engineering Programs: #26 (down from #24 in 2016)
  o Graduate Education Programs: #84 (down from #53 in 2016)
  o Bachelor’s Programs: #110 (down from #72 in 2016)

**SOURCE:** http://www.usnews.com/education/online-education/drexel-university-212054/overall-rankings

  o The committee reviewed the rankings and decided that the schools might need help reviewing the criteria for the rankings and how to increase them.
OLC Activities

- OLC Committee Reports (received in writing in advance)
  - The Committee members were asked to review the committee reports and were informed that the committees will provide verbal reports to them during Town Hall III on May 23 from 9:30-10:50.

- Feedback on Town Hall I, and Tony Bates’ and Curtis Bonk’s residencies
  - Susan Aldridge stated that many positive comments have been received regarding the residencies of Tony Bates and Curtis Bonk.

- Review OLC Calendar and upcoming Town Hall II and Town Hall III
  - The Committee members were provided with hard copies of the full calendar of OLC activities for the year and one-page descriptions of Town Hall II (March 2, 2017) and Town Hall III (May 23, 2017).

- Suggestions for the 2017-18 OLC National Guest Speakers
  - Due to time constraints, the Committee members did not discuss potential guest speakers for 2017-18.

Announcements

- The members were reminded that their attendance will be required at Town Hall III on May 23rd so they can receive the verbal reports of the OLC Faculty Fellows and OLC Committees and engage in Q&A with their members.

- The remaining Executive Steering Committee meetings for the academic year will be as follows:
  - April 25th from 9:00-10:00
  - July 7th from 10:00-11:00

- The remaining OLC Town Halls for the academic year will be as follows:
  - Town Hall II – March 2nd from 9:30-10:50 with reception to follow.
  - Town Hall III – May 23rd from 9:30-10:50 with reception to follow.
    - NOTE: The OLC Faculty Fellows and Committees will make verbal reports to the Executive Steering Committee at Town Hall III

Adjournment

- Meeting was adjourned at 12:00.

Respectfully submitted by Dr. Patrick M. Jones, Online Learning Council Coordinator
OLC Fellows and OLC Committees
Fall 2016 Quarter Reports
January 30, 2017

Online Learning Council Fellows
Karyn Holt, Chair

The OLC Fellows have been meeting monthly and have the following activities, outputs and outcomes to share as updates since the last Executive Steering Committee Meeting in September. Our Scholarly Arm continues both inside and outside Drexel with the acceptance at the INTED Conference to present the fourth presentation in the “If you Build” Series begun four years ago. This year’s publication and presentation is entitled “Continuing to Build our Program, Will they Still Come? A Look Through the Lens of Faculty Development.” This paper highlights 1) two online asynchronous courses created to address pedagogy and engagement for faculty teaching online, 2) workshops introducing the “Applying the Quality Matters Rubric” offered once quarterly—facilitated by Linda Marion and Karyn Holt to address best practices in online and blended course design—3) a series of 40 workshops offered weekly both face-to-face and online focusing on assessment, accessibility, and technological skills.

We continue to offer Online Course Quality Self Assessments and Fellows Reviews complemented with Consultations, Advisory meetings, and DUCDEC/QM Reviews as requested by faculty course owners. These consultations/advisory meetings also focus on accessibility of our online and face to face and hybrid courses using the Learning Management System.

Allen Grant and Karyn Holt, as OLC Fellows, and three representatives from the School of Education—one faculty member, one Instructional Designer, and one graduate student with experience having developed a similar course at another institution—have designed and developed two asynchronous courses, Basic Online Teaching and Engagement, and Advanced Online Course Development and Pedagogy for use at Drexel University. The first course will be ready to launch in March-April when we have a cohort of faculty. The development of these courses was funded by DUO.

Emerging Technologies
Thomas DeChiaro, Brian Smith, and Joel Rodriguez, Co-Chairs

The Online Learning Council’s (OLC) Emerging Technologies Committee created two goals for the 2016-2017 academic year. The committee is currently working through the first goal of piloting a podcast that will celebrate the experts of Drexel University in a humanizing way: by giving them a chance to tell their story and talk about their research outside of the typical dry, academic forum. The interviews, in many cases, will be centered on technology. The committee has drawn up a plan, secured producers and a production team, and identified and procured the first interview (Dr. Donald McEachron). The pilot interview is scheduled for February and will be available over email to OLC leadership on March 1st, 2017 for review. The committee will provide a survey link to collect leadership’s feedback. The second committee goal for the 2016-2017 academic year is to provide faculty the opportunity to test 3rd party applications that have the potential to add value to the University’s Learning Management System (Blackboard). Prior to the summer term, Tom DeChiaro will collect information from university CIOs around the country on which applications are currently being used, vetted, and investigated. This information will allow the committee to form a faculty working group for application testing and reporting.
Professional Development
Melissa Kaufman and Donald McEachron, Co-Chairs

The Committee was originally Co-chaired by Stephanie Sutcliffe and Jamie Callahan. After meeting once to discuss goals for the Committee, it was decided not to convene during the summer of 2016 due to the absence of many of the members. During this time, Dr. Callahan joined the Newcastle Business School in the United Kingdom and was thus no longer able to act as Co-chair. At the same time, Stephanie Sutcliffe’s administrative responsibilities increased and she also was unable to continue as Co-chair of the Committee. In the Fall term, it was determined to replace the original Co-chairs with Melissa Kaufman and Donald McEachron. There was an organizational meeting on November 18, 2016 where it was determined that a planning meeting was necessary. The planning meeting was held on January 12, 2017. The minutes have been forwarded to the entire committee for review and we are awaiting comments. We will be initiating a regular meeting schedule so that we can move forward on the main items outlined in the meeting minutes. A list of training opportunities was created and posted on the OLC Inspire website.

Student Support and Engagement
Kimberly David-Chung and Lamont Wilson, Co-Chairs

The primary focus for the Student Support and Engagement committee has been maturing and leveraging the Test Drive and Orientation to increase recruitment and improve retention. Members of the committee provided feedback on both tools and content artifacts developed especially for the events. Data collected from the event was also reviewed to help inform future content development and experiences. Current focus is on recruiting Drexel Ambassadors for the event and development of content for the March Orientation theme, which will be focused on work/life/family balance. We will also work on key communications pieces to increase the visibility of the events within the university. Finally, the group is maintaining a backlog of initiatives generated from meetings from which we will select our FY17-18 projects.

TAGG (Teaching Across Geography Group)
Kathleen Provinzano and Paul Thomas Clements, Co-Chairs

The TAGG Committee has finalized the TAGG position statement and a survey of TAGG committee members regarding best practices for faculty attending and hosting online meetings. The group also developed the following common language to be sent to meeting organizers who inadvertently excluded faculty members working from a distance:

Hello, my name is ___ and I am a member of the Teaching Across Geography Group (TAGG) at Drexel. TAGG is committed to including all Drexel faculty, in and outside of Philadelphia, in University and College meetings and events. As such, I am respectfully requesting that you include a way for faculty who are participating from a distance in this event.

The goals for the remainder of the academic year include developing a shared/best practices document that outlines procedural processes for hosting/attending a meeting online, disseminating the document to colleges across the university and serve as a resource for those new to this endeavor, and completing and disseminating the video vignettes to colleges across the university.

Accessibility
Vacant, Co-Chairs

The Accessibility committee has been inactive since the departures of Ann Knettler-Smith and Dan Allen.