**KANSAS WESLEYAN UNIVERSITY**

**Online Advisory Council**

**Tuesday, November 19, 2019**

**Present:** Bill Backlin (Chair), Lonnie Booker, Jasmin Dauner, Annie Hoekman, Jamie Kootz,

Jay Krob, & Jerri Zweygardt

**Absent:** John Burchill (sabbatical)

**Call to Order:** William Backlin (Chair) called the meeting to order at 3:58 p.m. in PH-325.

**Unfinished Business:**

* Online Student Needs Assessment: Dr. Backlin discussed the timeframe of administering the Online Student Needs Assessment tool and pointed out lower student satisfaction regarding Group Projects (question #6) and online Tutoring Services (question #7). Group projects will be reviewed in the context of the OAC Online course review process and online tutoring services will be investigated further regarding Canvas’ “Conferences” capabilities. Dr. Backlin will be looking into Canvas’ “Guide” to find more information to be included in the online handbook to foster tutoring capabilities in the Norton conference room as well as “Zoom” options. Canvas “Conferences” information will also be included in online instructional training. More to come regarding this particular matter.
* Online Handbook Review: Dr. Backlin discussed concerns regarding online course review ability and the current schedule for online courses to be reviewed during identified academic years. Additional concerns were raised regarding Curriculum Committee (CC) and online approval forms for online course development that should be presented to CC during their review processes. Also, it was determined that the Online Advisory Council (OAC) membership should review and revise current forms in the 2019 – 2020 Faculty and Student Online Handbook during the spring 2020 term for eventual approval with the Provost Office. This would include definition of “developer” along with further clarification of academic course ownership by faculty member and/or institution.
* Online Course Review: Dr. Hoekman presented the review of NURS 302 and NURS 318. It was mentioned that NURS 260 was an inactive course, no longer taught online, and would not be reviewed. Issues finding NURS 250 in Canvas were also mentioned and would be reviewed at a later time once those issues were resolved. Dr. Hoekman volunteered to review the identified spring 2020 online courses over winter break. Appreciation for Dr. Hoekman’s efforts to complete this task were stated and though this was not the committee’s expectation that this review be done over winter break, OAC members stated how grateful they were that this would be done by Dr. Hoekman so that the Online Handbook could be reviewed and revised during the spring 2020 term in upcoming meetings. The 12 online courses originally scheduled for the 2020 spring term include: COMP 150; INTD 105; INTD 106; PSYC 101; REPH 111; SOCI 180; SPES 117; SPES 120; BUSA 517; BUSA 535; BUSA 545: & BUSA 550.

**New Business:**

* No new business was discussed.

**Other:**

* No other business was discussed.
* **Next meeting:** Will be announced at a later time for the spring 2020 term.

**Adjournment:** With no further business to address, Bill Backlin (Chair) adjourned the meeting at 5:05 p.m.

Respectfully Submitted,

Dr. William Backlin

Academic Dean/OAC Chair/Meeting Recorder