December 10, 2014 Minutes

Members Present: Roger Runquist, Lloyd Kilmer, Christine Anderson, Hoyet Hemphill, Jill Meyers, Jennifer Tibbits, In Lee, Julie O’Brien

Members Absent: Richard Carter, Padmaja Pillutla, Anne Gregory, Sidney Colbert, Kristine Kelly, William Polley, Holly Nickels, Rhonda Kline, Emeric Solymossy, Kristi Mindrup, Kimberly Dodson, Leaunda Hemphill, Angela Bonifas, Lea Monahan, Teresa Koltzenberg

- The minutes from November 12th, 2014 were approved.
- Update on Action Items:
  - Discussion of general studies and campus data points [Assigned to Rhonda Kline] - Hold for next meeting
    - Rhonda hopes to have this assessment data compiled and ready for next meeting.
  - Discussion of new student letter
    - Discussion was brief but most found the letter helpful. Thanks to Dr. H. Hemphill for sharing.
  - Discussion of survey questions/UPI discussion [Subcommittee]
    - The UPI has requested to view the survey prior to distribution to ensure faculty can not be specifically identified
    - General comments about the survey instrument presented the subcommittee
      - We may want to consider two different surveys: 1. of the students that completed their degree (completion) and 2. students currently enrolled in programs (for persistence)
      - It was suggested that some demographic-type questions be added such as:
      - How many fully online-courses did you take (followed by some ranges, 2-4, etc.)
      - What were the obstacles you encountered, followed by a series of checkboxes and an open-ended response field (didn’t buy the book, procrastination, family support lacking, etc.)
- Why did you chose to take classes at a distance (series of checkboxes including: scheduling, self-paced learning, place-bound, etc.
- Suggested changing all uses of the term “clear” to “stated”, define “quickly”
- Consider asking a question about interacting with content, classmates, and media
- Ask if the exams allowed reflection on course materials
- Suggested removing the question asking about course-specific software (SPSS, etc.) be removed
- Modify the 24/7 tech support question to, “Technical support was available when I needed it”
- Allow respondents to answer if they brought in credits and how easily they were transferred in.
  - Further discussion of Literature Review (Previously Distributed) - Hold for next meeting
    - Time did not permit further discussion of this topic and it will be help for next meeting

**Action Items for next meeting:**
- Hear about general studies and campus data points {Rhonda Kline}
- Discuss literature review
- Further discussion on the survey. All committee members are asked to look at the survey again and bring ideas for improvement and see if we can reduce the number of questions

**Upcoming Meeting Dates:**
We will be meeting this Spring at 1:00

January 21 - Macomb (Mary Lou Kent Room), QC Riverfront 205 (via CODEC)
February 11 - Macomb (Mary Lou Kent Room), QC Riverfront 205 (via CODEC)
March 11 - Macomb (Mary Lou Kent Room), QC Riverfront 205 (via CODEC)
April 8 - Macomb (Mary Lou Kent Room), QC Riverfront 205 (via CODEC)