

Best Practices of AC Online Learning – Focus Group Minutes

Committee/Meeting Name	Guidelines, Rubric and Review for Online Courses and Online Faculty (Best Practices)				
Date	Wednesday, Feb. 4, 2009	Starting Time	1:45 p.m.	Ending Time	2:45 p.m.
Location	Library 113, Washington Street Campus			Recorder	Patsy Lemaster
Members Present	Carol Buse, Sabra Gore, Mark Hanna, Kara Larkan, Kay Taylor, Patsy Lemaster				
Member Absent	Danita McAnally, Lana Jackson, Claudie Biggers, Mark Rowh				
Visitors					

Topics	Discussion, Information	Action to be Taken, Decision, Recommendation, Timeline
1. Faculty Evaluation Committee Report	<p>Mark Rowh, Chair of the Faculty Evaluation Committee could not attend the meeting but sent an update for distribution. The information shared the recent discussions and actions for the Faculty Evaluation Committee. A draft of the instrument to be used for both AC Online and traditional classes is being drafted and will be reviewed by the committee soon. It is hoped that the instrument will be ready for use for Spring 2009.</p> <p>Sabra Gore assisted with questions from the committee members since she is also a member of the Faculty Evaluation Committee.</p>	Mark Rowh will provide an update at the next meeting for Best Practices.
2. Best Practices/Peer Review Instrument Drafted/Revised	Dr. Lana Jackson had sent a draft of the Best Practices checklist to committee members for review and revisions. Patsy compiled committee contributions and brought copies for distribution and discussion. A few changes were suggested. Revised copies will be presented at the next meeting.	Patsy will update as discussed and provide copies for review/discussion at the next meeting.
3. Flowchart for Course Production	Sabra Gore presented the flowchart drafted for course production and periodic evaluation of design for online	Sabra will update as discussed and provide copies for review/discussion at the next meeting.

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and Periodic Evaluation Process	courses. After discussion, changes were suggested. Revised copies of the flowchart will be presented at the next meeting.	
4. Additional information, Activities, Discussions Needed for SACS Substantive Change	Mark Hanna introduced the committee to the Assessment Analysis Loop. He discussed the model and its application for distance education planning for the future. Lana Jackson and Mark will work to develop the model for review for the committee for the next meeting.	Mark and Lana will bring materials related to the assessment analysis for review and discussion at the next meeting.
5. Next Meeting Adjourn	The committee discussed the best time for the next meeting. The meeting was adjourned.	The next meeting is scheduled for Wednesday, February 11 from 1:45 to 2:45 in Library 113.