

**Best Practices for AC Distance Learning**  
**Thursday, February 26, 2009**  
**Library 113 – 1:00-2:00 p.m.**

**Minutes**

**Present:** Carol Buse, Mark Hanna, Lana Jackson, Sabra Gore, Danita McAnally, Brian Nixon, Mark Rowh, Kay Taylor, Patsy Lemaster, Claudie Biggers.

**Absent:** Kara Larkan.

**I. Approve minutes of February 11, 2009**

Copies of the minutes from February 11, 2009 were distributed and reviewed. A motion to approve the minutes as distributed was made by Mark Hanna, seconded by Kay Taylor and passed.

**II. Faculty Evaluation Committee Report**

(Mark Rowh, Sabra Gore, Lana Jackson, Mark Hanna)

Mark reported that Joy Brenneman is receiving price quotes for printing the Faculty Evaluation document. Concerns relating to traditional and online evaluations being distributed at different times were discussed.

**III. Best Practices/Peer Review Instrument Drafted/Revised - Discussion**

After review and discussion, a motion was made by Kay Taylor to approve the instrument and to begin procedures for implementation. The motion was seconded by Mark Hanna and passed. The Best Practices and the updated evaluation instruments will be presented to the Faculty Senate by Mark Rowh and Brian Nixon at their next meeting. Best Practices will then be forwarded by this committee to the Academic Affairs Committee.

**IV. Flowchart for Course Production and Periodic Evaluation Process – Discussion**

Sabra Gore agreed to bring an updated version of the Flowchart in “draft form” to the next meeting for discussion and possible approval.

**V. Additional Information, Activities, Discussions Need for SACS Substantive Change**

(Lana Jackson, Mark Hanna)

Danita McAnally agreed to send an electronic draft of the Strategic Plan for Distance Learning to members of the committee for review and discussion at the next meeting.

**VI. Assignments as Identified Through Discussions**

- Mark Rowh will follow up with Joy Brenneman and share the date of distribution of the evaluation for traditional classes.
- Brian Nixon and Patsy Lemaster will work with Delton, Kara, Danita and Brandy on the distribution of the evaluation for online classes.
- Mark Rowh and Brian Nixon will share the revised faculty evaluation and Best Practices instruments with Faculty Senate.
- Sabra Gore will update and distribute copies of the flowchart for discussion at the next meeting of this committee.
- Danita McAnally will distribute the draft of the strategic plan for DE for review and discussion at the next meeting of this committee.

**VII. Next Meeting – Thursday, April 23rd – 1:00-2:00 pm – Library 113**