

UW-L Academic Planning Committee

Meeting Minutes

10/23/2008

I. Call to order

Chair Steve Senger called to order the regular meeting of the **Academic Planning Committee** at **2:35pm** on **October 23rd** in **Cowley Hall 116**.

II. Roll call

The following persons were present: Steve Senger, Leslee Poulton, Yu Chia-Chen, Curt Czerwinski, Gubbi Sudhakaran, Brad Seebach.

III. Approval of minutes from last meeting

There were no minutes from the last meeting, which was the organizational meeting. Actions of the previous meeting were to elect Steve Senger as Committee Chair and Joe Kastantin as Committee Secretary.

IV. Open issues

No previous business.

V. New business

- 1) Senger distributed notes on previous discussions regarding distance education and online courses from the UWL Faculty Senate, from 1998 through 2006, and a definition of "online course" from the Provost's Digest. These were reviewed in committee. Senger suggested that we define the scope of the committee's action first, then gather information. The specific charge for this committee from the Faculty Senate includes a review of online education at UWL and planning for the future of online education here.
- 2) Defining the scope of committee action included discussion of the following points.
 - a) A **taxonomy** of online courses currently offered is needed, including a working definition of what constitutes an online course. Some courses are offered partly online and others may be fully online. A shift of some in-class activities to an online setting is part of the definition.
 - b) Identifying the reasons for the development of online courses at UWL is necessary.
 - i) A survey done (by whom and of whom?) in 2006-2007 showed significant interest in online courses.
 - ii) Previous administrators have suggested a role for online education in generating new revenue for the university (Chancellor Hastad, Provost Hitch, Dean Mason, etc.)
 - c) Defining intellectual property rights in an online setting is needed. Does a professor have rights to material developed and delivered for an online course

- similar to those for a traditional classroom course, or does the mode of delivery make a fundamental change?
- d) APC duties include consideration of UWL programs, yet online programs are significantly different from traditional programs in some ways. Questions that need to be answered include “what does a fully online degree program or an online component look like?” as well as how these might be controlled. So far, UWL has had numerous groups doing ad hoc planning regarding online programs and courses, and it may be better to have a carefully considered, comprehensive plan for the development of online programs and courses.
- 3) Information gathering suggestions included the following:
- a) An inventory of existing online courses & programs. It is believed that online offerings now include a J-Term HPR 105 sections and graduate/professional offerings. The latter category includes Medical Dosimetry and components of the MBA and Physical Therapy programs. There may be others.
 - b) Questions about these existing offerings, and concerns about future offerings, include the following:
 - i) How much face-to-face meeting or advising time is there?
 - ii) Is the quantity and quality of online courses similar to an in-person course?
 - iii) How are examinations done?
 - iv) Is assessment of these courses being done? Standard offerings are assessed as part of departmental review cycles - but is this being applied to online versions of the courses as well?
 - v) Is compensation of instructors equal and the workload comparable to traditional courses? This is related to V.2.b.ii.
 - vi) Are instructors trained in specific techniques for online instruction?
 - vii) How is staffing done?
 - c) Senger will contact the Registrar for more information. Existing guidelines for new program entitlement and new program authorization. Other members should begin information-gathering in their own units.

VI. Adjournment

Chair Senger adjourned the meeting at **3:15pm**. No date was set for the next meeting, though it was suggested that we should meet roughly every-other week at the discretion of the Chair.

Minutes submitted by: Brad Seebach, Secretary Pro-Tem.

Minutes approved by: