

2023-2024 Online Teaching, Learning, and Scholarship Committee Final Report

Members: Stephen Borders, Corinne Dalelio, Samantha Duncan, Alex Fegely, Jessica Hall, Ashley Long, Matthew Murphy, Mark Mitchell (temporary replacement for Michael Latta, who retired at the end of 2023)

Chair: Russell Fielding

Meetings: The Online Teaching, Learning, and Scholarship Committee met once each month during the Fall and Spring semesters of the 2023-2024 academic year. Please find below a report including a synopsis of our work this year. Additional details from are available upon request.

OTLS Committee Initiatives

A. Quality Matters

- The OTLS Committee provided feedback and advice to the Office of Continuing Education on the implementation of the Quality Matters system for distance-learning courses.

B. Evaluation of Online Teaching, Learning, and Scholarship Tools

- The OTLS Committee worked with the Office of Research to develop and distribute a survey on the current usage and future needs of the faculty and staff of the university with regard to online tools for teaching, learning, and scholarship. These tools include, for example, software packages, online subscriptions, and database memberships. The survey was distributed during the Spring 2024 semester and its results will be analyzed during Fall 2024.

C. Distance-Learning Course Statement

- During the Spring 2024 semester, the OTLS Committee began drafting a statement on the value of distance-learning courses to be shared with the new Provost at the beginning of the 2024-25 academic year.

D. AI Week and Policy

- The OTLS Committee contributed to discussions around campus on the subject of artificial intelligence (AI), specifically focusing on the development of AI policies for coursework and the planning of an “AI Week” for the Fall 2024 semester.

Meeting Dates and Brief Description

- **September 6, 2023** – Committee discussed its membership and leadership, owing to confusion, discussed old business, discussed proctoring tools for online testing, and discussed AI.
- **October 2023** – Committee did not meet, owing to an unresolved issue regarding the membership and leadership positions.
- **November 1, 2023** – Committee discussed old business, discussed WDF rates for DL courses and clarifications on committee membership and leadership.
- **December 6, 2023** – Committee continued its discussion of WDF rates in DL courses and AI (specifically focusing on university policy), then discussed AI Week.
- **January 10, 2024** – Committee discussed the Academic Technology Committee and the intersections between the two committees. Committee then discussed online test proctoring and the work of the university’s AI Committee. Committee initiated discussion of the need for a DL Course statement.
- **February 12, 2024** – One committee member (Jenifer Riddei) stepped off the committee and her replacement (Ashley Long) was welcomed. The committee discussed a tool called Gradescope and a suite of online teaching/learning tools, more broadly, in the context of the Office of Research’s plan to survey the faculty on their usage. The committee discussed the question: Can a student at CCU complete any degree fully online?
- **March 13, 2024** – The committee welcomed Matthew Tyler and Casey Woodling from Coastal Online to discuss course modality definitions.
- **April 10, 2024** – The committee elected new leaders to start their terms in Fall 2024. Those elected were: Matthew Tyler (chair), Alex Fegely (vice-chair), and Samantha Duncan (secretary). After the meeting, Matthew Tyler, who was absent from the meeting, declined his election, due to the need to serve on a different committee. The committee is currently without a chair but this will be addressed over the summer. After the election, the committee concluded its discussion of course modality definitions with Matthew Tyler and Casey Woodling.