

# 2022-2023 Annual Council Committee Report

Committee: Committee of Online Learning

Prepared by: Suzanne Mello-Stark and Leah Dorfman

Date: 4/25/2023

## **Include the following information in your annual report:**

1. Members of the committee (including name of the chair)

Chair: Suzanne Mello-Stark

Committee Members:

- Voting Members: Josh Diem, Leah Dorfman, Dragan Gill, Donna Huntley-Newby, Christine Marco, Constance Milbourne, Cassidy Lange
- CoOL Non-Voting Members: Erin Brown, Kyle Jackson, Jay Nimmagadda, Miko Nino, David Toms, Sara Reilly

2. Meeting dates

Fall: 9/12/22, 10/3/22, 10/17/22, 10/31/22, 11/30/22, 12/5/22

Spring: 1/30/23, 2/13/23, 2/27/23, 3/27/23, 4/10/23, 4/24/23

3. Summary of committee activities (Please also include relevant minutes in an attachment)

CoOL has had a very busy year! We met every other week throughout the year, and we accomplished the following:

- Rewrote the CoOL bylaws to better clarify the committee's specific power and duties and to add two new members, the new Assistant Vice President for Adult & Online Education and an additional Arts and Sciences faculty member to represent the school more proportionately to their numbers.
- Worked with the UCC/GC committees to update the curriculum approval forms to help faculty and UCC/GC to think upfront about what is needed/required when proposing an online program or course.
- Created an Online and Hybrid Teaching and Learning Policy to meet NECHE and US Department of Education standards for maintaining RIC's accreditation and showing all our courses, regardless of modality, meet the same high standards and rigor.
- Developed a rubric/tool to help faculty maintain high quality standards in their online courses. We decided to base the rubric on the Suny Online Course Quality Review Rubric (nicknamed OSCQR), and it contains quality standards for course overviews, engaging students, interacting with the instructor, interacting with students and assessment and feedback ideas.

Meeting Summaries. Full minutes can be found here: [Agenda Minutes](#)

9/12/22- Introductions, Reviewed definition of hybrid

10/3/22- Worked on online policy (main topics discussed- class size, hybrid definition, variability of meeting dates, ADA accommodations, process for approval of online courses and programs)

10/17/22- Vote to approve bylaw changes (vote passed unanimously with all voting members in attendance). Worked on language in section D of UCC form for online classes

10/31/22- Discussion on by-laws, discussion on UCC part D.

11/30/22- Discussed adapting OSCQR Rubric, VOTE to renew one more year of Quality Matters (passed unanimously), Decision to work with OSCQR and start revising it to work with RIC needs.

12/5/22- Continue working on section D of UCC form and CoOL bylaws.

1/30/23- Unanimous approval vote to bring new Bylaws to RIC Council, Continued discussion around OSCQR rubric editing.

2/13/23- Review drafted online policy based on all our discussions.

2/27/23- Continued discussion on OSCQR rubric updates and online policy. Vote to move forward with OSCQR rubric (approved with 6 in favor, 1 opposed voting members).

3/27/23- Continued discussion on online policy- voted via email after meeting adjourned (approved with 5 approved, 0 rejected, 1 abstained, 1 no vote)

4/10/23 - Discussed creating a FAQ that could arise at RIC Council. We decided to wait for the questions instead.

4/24/23 - Reviewed Annual Committee Report and discussed self-evaluation and recommendation section in detail.

#### 4. Decisions approved and actions taken (including proposals approved by Council)

10/17/22- Vote to approve bylaw changes (vote passed unanimously with all voting members in attendance)

11/30/22- Vote to renew one more year of Quality Matters (passed unanimously) during transition time to OSCQR, after which QM will be discontinued.

1/30/23- Vote (unanimously approved) to bring new Bylaws to RIC Council.

2/10/2023 - RIC Council Meeting - Bylaws were brought before the RIC Council. Voting will take place at the April 14<sup>th</sup> meeting (30 days between presentation and vote required).

2/27/23- Vote to move forward with OSCQR rubric (approved with 6 in favor, 1 opposed voting

members)

3/27/23- Vote to approve online policy (approved with 5 approved, 0 rejected, 1 abstained, 1 no vote).

4/14/2023 - RIC Council Meeting – Presented Online and Hybrid Teaching and Learning Policy and OSCQR rubric to Council. A vote is scheduled for the May 12<sup>th</sup> meeting.

5. Recommendations for next year's committee

- Collaborate with FCTL, CIT and AVP of Adult and Online Education to develop professional development materials to help faculty members comply with new online policies and procedures.
- Work with Provost office on faculty evaluation standards for online courses (student survey)

6. Self-evaluation

We worked very hard this year. We first had to rewrite our bylaws to better define the charge and membership of CoOL. We worked across the College to create online policy and procedures that did not exist before. We knew the College was waiting for the CoOL committee to create the policy as quickly as possible, so we met often and kept ourselves on track and organized.

This year's CoOL committee had a wide range of members with many different opinions, which helped us understand and represent the different viewpoints from across the College.

We are proud of our accomplishments and feel confident that next year's CoOL committee has a very good baseline to begin their work.

**Please submit your report to Valerie Endress ([yendress@ric.edu](mailto:yendress@ric.edu)) by April 25, 2023.**