**RHE Associate Deans Meeting**

**October 18, 2018 | 10:00 a.m. – 3:00 pm | Baker 341**

**Agenda Items**

10:00am -- OULN Discussion with Melissa and Chris

*Working with operators and developing a checklist for them to go through. Scheduling issues are being worked on. Adding an applications analyst to help with scheduling. Training with OIT on the respective campuses for OULN operators before the spring term and with the faculty soon after with experienced faculty helping with this training. There was an assumption when the system was updated that there would be a consistency across the campuses. OULN is going to conduct an inventory across the system. Lack of availability for operators is a concern. With faculty being encouraged to teach via OULN, the hope is that the operations of the OULN system will be improved. There’s also test-proctoring concerns, especially with the view that the professor can see on the screen. The Associate Deans requested that the spreadsheet of the OULN schedule should better designate the originating site and for the schedule to display the available OULN rooms on each campus. A suggestion was to list the available rooms on the scheduling spreadsheet. TEAMS is a possibility to use as an alternative delivery and this should be available in the next few months. Also in the next few months, Skype for Business will be phased out in favor of TEAMS.*

10:30am -- Spring Semester A & S online class

*There is not a list of all shared courses that are being conducted during the terms. A course-sharing approval form exists that gives all pertinent information of the course. An issue with these shared courses is with “rolling over” shared courses and there is no flag option to determine shared courses. The Associate Deans request that information concerning shared courses be improved and hope that the Department Chairs would inform the Associate Deans of what shared courses are available.*

2018-19 Online Class Planning

*COMS faculty wish to add three sections of a course in the summer and two 4000 level classes that were not on the online schedule that was produced at the Associate Dean retreat. COMS faculty also requested caps be lowered for three courses. Concerning all courses, if the departments/faculty agree to course caps over 35 then those specific cap numbers will be placed on the schedule. The December 2018 Associate Dean meeting will be dedicated to finalizing the online plan.*

 Syllabi for OULN Classes

*Please send any missing syllabi to the respective Associate Deans\* for any OULN courses. \*For the Eastern campus, please send syllabi to Gina Zebbs (**zebbs@ohio.edu**).*

11:00 am -- IPE Requirement Discussion with Sally Marinellie

*A committee was created to study a potential IPE requirement and decided that the requirement was necessary. The requirement is two hours. Athens-campus students have had this as a requirement for the past year and this requirement is now on the regional campuses on the 2018-19 catalog. The college wants the requirement to be flexible. Therefore there are a number of courses that satisfy this requirement and a list of courses that satisfy this requirement is available. The college recognized that all the campuses have some faculty that have the credentials that allow courses that satisfy the requirement to be offered with little difficulty. The regional campuses can offer the classes online and the Athens faculty are willing to offer courses online through one of the regional campuses (Cultural Competency course, IHS 2220, in Summer II). The Associate Deans request that course syllabi be shared for courses that satisfy the IPE requirement. The principles of interprofessionalism are not just limited to healthcare but can be extended to other professions that are collaborative. Courses will be offered via ECAM. Much of the work in this area is focused on the graduate level through certificates, etc.*

11:30 am – Updates from Carissa and Demo of Overload/OULN Pay Formulas

*Staffing-approval forms for the colleges are being uniformly reformatted as a fillable PDF file. AYA two-plus-two paths have been developed by the Patton College to help students be better informed as to when they need to transfer to the Athens campus.*

*Paul Abraham demoed the Overload/OULN spreadsheet for instructor pay.*

12:00 pm – Load/FTE for Social Work Practicum/Internship Instructors

*Each Associate Dean gave FTE and duty details for their respective SW Practicum instructors*.

Human Services Bachelor Degree Program

*New (2+2) major that was approved in June. The regional campuses can offer some of these courses but there is a lack of options for us in the EDCE (Educational Counseling) courses. The Patton College feels that HST students on the regional campuses are the target population. Many of the core classes will be offered via ECAM.*

1:00 pm – BTAS Scheduling Discussion with Donna Burgraff

*If any campus wishes to offer a face-to-face section, then the campus should offer it via OULN. Suggestions of TAS 3010 or TAS 3110 were given to offer as a cohort for OULN face-to-face courses. At the present, the TAS agreement was that category courses should be offered in alternating terms. Going forward, the Associate Deans will monitor the spring numbers for TAS category courses and then determine whether the TAS category courses should be offered every term. It was agreed that TAS 4040 would be the lone category course offered for the upcoming spring 2019 term for more data. All TAS courses should have waitlists and it was agreed by the Associate Deans that if the numbers for TAS 4040 are solid and if there is a good number of students on the waitlist then all TAS courses will be offered every term. Also, if all TAS category courses are offered every term then Kim Keffer (OUS) would be able to pick up another course (giving her two TAS courses) to make load. ECAM sections should be capped at 10 so that it ensures students can complete student evaluations.*

1:30 pm – Impact of Budget on Tutoring

*Due to budget cuts, OUC’s writing center is currently employing half the tutors that were being employed a few years ago and this could negatively impact retention. Other campuses have issues with finding quality tutors in Math and English. There are video conferencing options to share tutors between campuses (including Athens campus tutors). Another option to help with this issue is to expand the use of tutor.com as a supplement to the face-to-face tutoring that is offered on the campuses.*

 History 3170

 *Spring 2019 online offering for Middle-Childhood majors from the Zanesville*

 *Campus. Will be listed as permission-only 10/22/2018 through 1/2/2019 to ensure that*

 *Middle-Childhood majors can enroll in the course. A request was made to provide a*

 *listing of current Middle-Childhood majors for the instructor.*

2:00 pm – Spring HLTH 2170 and HLTH 4585

*OUE has a few students that need HLTH 2170 to graduate. OUS is offering the course online and the other option is to find a suitable time for OUE/OUC/OUL to share via OULN. For HLTH 4585, Cory Cronin has been contacted to help with this situation but HLTH 4585 is being offered online from OUZ.*

 OULN DSI, SPAN, and EDUC for Spring and Subsequent Terms

*DSI 1120 and 2120 is being offered from OUS via OULN and is open to all. At the moment, OUC is already receiving these courses and OUL might join. For SPAN, OUS is offering SPAN 2120 via OULN and is inviting other campuses to join. There are a few Education courses that OUS is offering via OULN and is inviting other campuses to join. Offering these courses via OULN for subsequent terms was discussed.*

 Other Spring OULN Concerns

*POLS 2000 from OUC will be staffed this course when the instructor (Dr. Michael Bednarczuk) is added to the system as an employee.*

2:30 pm – Additional Items

*Online MSS program was discussed. There is a proposal, at the moment, for what on-load instruction would be for A & S faculty between the Athens and Regional Campuses who teach in this program.*