UW Colleges Online
Collegium Meeting
Wednesday, August 30, 2017
9:00 AM – 12:30 PM
UW Colleges Online Office

AGENDA

8:30 AM  Donuts, orange juice, coffee, and conversation

9:00 AM  Call to Order

   Approval of August 30 agenda (Mike Bartlett)

   Dean’s Welcome and Updates (Mike Bartlett)

   Steering Chair Report (Dubear Kroening)

   Associate Dean of Academic Affairs Report (Ed Stredulinsky)

   Assistant Dean of Student Affairs Report (Joyce Atkins)

   Instruction Design Report and Q&A (Kevin Forgard)

   Schedule for Collegium, Steering, and Professional Development (Mike Bartlett)

10:30  Fifteen Minute Break

10:45  Elections (Dubear Kroening)

   Beginning of Term Processes (Joyce Atkins)

   Curriculum Management Processes (Ed Stredulinsky)

11:45  UW Colleges Online Strategic Plan 2017 – 2022 (Mike)

12:15  Other Business

12:30  Adjourn
MINUTES


Call to order – Mike Bartlett

- Meeting was called to order by Dean Mike Bartlett.

Approval of August 30 agenda – Mike Bartlett

- Al Bugaj moved to approve the agenda. Nica Wilson 2nd the motion. Agenda was approved unanimously.

Dean’s Welcome and Updates – Mike Bartlett

- Reviewed the top 5 priorities for 2017 – 2018
  1. Increase Enrollment
     a. Goal is 10% or 3212 Credits
  2. Retention
     a. Goal is 1% increase at course-level retention or 38 students
        i. Broke down retention efforts by student attribute, course attribute, and session attribute.
        ii. Overall, retention is good at 88.3% in Fall 2016.
        iii. Instructor role is critical in retention – need faculty on the campuses to promote instructor buy-in for retention efforts.
  3. Pathway Agreements
  4. Comprehensive Marketing and Enrollment Plan
  5. High School Initiatives

- Priorities discussion briefly segued to discussion of video conferencing tools. There are plenty of options, however there is a preference for us to select one tool and have everyone use that tool for conducting campus business.

Steering Chair Report - Dubear Kroening

- No questions or comments to written report.

Associate Dean of Academic Affairs Report - Ed Stredulinsky

- Overview of growth in sections being offered
  o Fall 2015 – 159 Sections
  o Fall 16 – 176 Sections
Fall 17 – 183 Sections

- Working with the enrollment management team, we are getting better at predicting enrollment.
  - Section cancellations have been between 15 – 21 sections in previous semester, only 11 in Fall 2017.
  - Dubear asked about course redistributions – specifically that numbers seem to change late in enrollment period.
    - Ed clarified that while students in a cancelled section may be enrolled into other open sections, we don’t redistribute students across open sections. Students are likely enrolling or dropping courses during the enrollment period.
- Asked what considerations go into cancelling a course that is only offered as a single section.
  - Varies – depends on if there is commitment to the institution or if it is a degree requirement such as MAT 081 – Geometry. Some of the BAAS courses as well.
  - Other factors include if it will pay instructor costs, whether the instructor is faculty or IAS, and if we have all degree designations covered.
  - Try to keep something open in every department.
  - If enrollments are consistently low then we may change frequency of course offering (e.g. offered in only Fall or Spring)
- Displaced IAS and Instructor preference when cancelling sections
  - Jim McCluskey asked what happens when campus faculty displace an IAS that is also teaching on campus – a situation that could result in losing the IAS in both the online and campus courses. Is there a way to maintain current IAS teaching a course without them getting bumped?
  - This is something that we need to seriously think about as a campus and develop policy to address. ONL Campus Faculty should be given preference. However, should preference be then given to ONL Campus IAS over Face to Face Faculty?
    - This can be delicate due to institutional requirements to provide Faculty with a full teaching load.
  - Mike ultimately has authority over final staffing, it seems the provost only intervenes when there is a faculty relocation process.
  - John Fons asked if faculty are displacing IAS on other campuses, NODE, etc. Indicated that this is more common in the North Region than it is uncommon.
    - Former Provost Lampe was very supportive of ensuring campuses didn’t push faculty to Online but may not hold true any longer. As such we need to be sure that faculty are getting trained and being vetted to understand why they are choosing to teach at Online.
- Setting Courses and Proofing
  - Jim McCluskey asked if the Curriculum Committee would set courses and proof them or will departments recommend.
  - Would like to follow the regional processes and timelines
    - We need to setup local department reps.
• Student Survey of Instruction
  o Jim McCluskey asked what assistance would be available to increase SSI response rate to 50% as we move to exclusively online SSIs
    ▪ Thomas Arendalkowski should be sending out tips to improve SSI response rates. Biggest impact may come simply from cultural change – SSIs are done every year for every course.

Assistant Dean of Student Affairs Report – Joyce Atkins
• Updates
  o 6 days before the start of Fall 2017 term
    ▪ Total Online Enrollment: +12%
    ▪ Total Credits: -1%
    ▪ Yield (Admit – to – Enrolled): 76%
    ▪ Continuing students is up
  o Summer 2017
    ▪ Credits: +8%:
    ▪ Marketing did well.
    ▪ Saw UW Colleges Online commercial – did a great job!
• Priorities
  o Increasing High School Student Enrollment
  o Developing strategic enrollment management plan.
• Retention
  o Overview of retention committee.
  o POP is important, instructors need to encourage students to complete it.
  o Student Affairs has changed messaging based on drop survey responses.
  o Key Considerations
    ▪ Advising is critical
    ▪ Katie runs academic actions workshops for students in probation/final probation status
• Other
  o ONL students are eligible for emergency grant, however, the criteria is being revised due to misappropriation of funds.
    ▪ ONL had three applications for emergency grants, two were funded.

Instruction Design Report and Q&A (Kevin Forgard)

Schedule for Collegium, Steering, and Professional Development (Mike Bartlett)

Instructional Design – Kevin Forgard
• The faculty website is up and running.
• Learning Innovations Institute will run again in May.
  o Open to all faculty.
• Course front end has been completed.
  o Michael Merline and Emily Brooks did an excellent job at developing front end. It is now applied to all courses and gives students the same user experience.
  o Used Quality Matters to evaluate design for course front end and demo courses.
  o Please make sure you are filling out the Instructor Welcome. If it is empty, the experience will fall flat and be less effective and personal.

• Conferences
  o Many conferences geared towards ONL learning.
  o OLC is an international conference that is popular among Distance Education Professionals.
    ▪ Michael and Emily will be presenting on the universal front end
    ▪ Kevin Forgard will be facilitating a panel of Instructional Designers throughout Wisconsin
  o ELI
    ▪ Presentation on QM.

**Collegium Schedule – Mike Bartlett**

• Dates
  o Proposed date and time was Monday at 3:00 PM, but that didn’t work for many collegium members.
  o Nica will send out a Doodle Poll for Monday through Friday from Noon to 1:00 PM.

• Process
  o Suggested we use Blackboard Collarboate Ultra to conduct business. Positive response from staff familiar with the conferencing tool.
  o Discussion ensued around open meeting laws.
    ▪ Technically, if we post the agenda on a public board on campus we are meeting the letter of the law.
    ▪ Dubear found a public site for posting open meeting agendas for the state of Wisconsin. The address is [https://publicmeetings.wi.gov/](https://publicmeetings.wi.gov/)

**Elections – Dubear Kroening**

• Assessment
  o Christa James Byrnes for Math and Natural Sciences Faculty
    ▪ Tony Millevolte motioned to close unanimous ballot.
    ▪ John Fons seconded.
    ▪ Motion was carried.

  o Sarah Stolte for IAS
    ▪ Tony Millevolte motioned to close unanimous ballot.
    ▪ Al Bugaj seconded.
    ▪ Motion was carried.
• Professional Development
  o Cara Davis for IAS
    ▪ John Hollenbeck motioned to close unanimous ballot.
    ▪ Rachel Metzler seconded.
    ▪ Motion was carried.
• Academic Actions
  o Tony Millevolte for Faculty at Large
  o Dubear Kroening for Faculty at Large
    ▪ Christa James-Byrnes motioned to close unanimous ballot.
    ▪ John Hollenbeck seconded.
    ▪ Motion was carried.

Start of Term Processes – Joyce Atkins
• Eliminated late adds.
  o Students are now being referred to expanded 10 week session.
  o Course caps were increased to accommodate for student attrition in first 10 days.
• POP
  o Students must now complete a formal reinstatement process if they are dropped for failure to complete the POP.
  o POP question can be changed but the dates cannot.
  o Students should be referred to Joyce if they are dropped for POP.
  o Tricia asked if we are letting Lead Instructors or Department Chairs know if changes are being made? Michael wasn’t sure if he had permission to do that. There is a message on D2L asking instructors not to make any changes to POP – might be more effective as a department policy?
  o
  o Proposed date and time was Monday at 3:00 PM, but that didn’t work for many collegium members.
  o Nica will send out a Doodle Poll for Monday through Friday from Noon to 1:00 PM.
• Early Alerts
  o There was discussion around the Early Alert process and why it is important for instructors to complete and participate.
    ▪ Students don’t often have a sense of what grades mean – with early alerts, Advisors are able to follow up with students individually to resolve academic performance problems.
    ▪ Students receive an auto-generated email from the alert and advisors follow up with students individually.
    ▪ Students see comments that instructors leave in Early Alerts. Please keep this in mind when completing alerts.
  o We use Agile Grad for early alerts which is not the most robust system.
    ▪ Instructors have to submit something – it is not automatic from other systems.
- Can we support the acquisition of a more robust early alert system as a campus
  - Not sure, might need to be something senate takes up.

- Other
  - Faculty should send questions or concerns to uwconlinesupport@uw.edu. Our staff can direct their question to the most appropriate staff member – easier for instructors.
  - Requested that incomplete forms be put on faculty website.

Curriculum and Enrollment Processes – Ed Stredulinsky
- Ed reviewed the current curriculum and enrollment documents. See addendum 1.1 for worksheet.
  - Need to get a system in place for department reps for 2018 – 2019.
- Tony expressed concerns about possible pressure from faculty that might be interested in moving to online and/or get the foot in the door.
- Not all collegium members were sure that feedback from a campus rep made sense. Staffing still comes from departments.

Strategic Plan – Mike Bartlett
- Mike reviewed progress on the 2017 – 2022 Strategic Plan.
  - Collegium agreed that once a semester is an acceptable frequency for providing updates on Strategic Plan.
- Reviewed student location GIS Maps from Jim McCluskey – will likely ask for follow up.
  - 85% of UW Colleges Online students were within 30 miles of a UW Colleges campus, which is less than the national average (50 miles).
  - Requested to see data normalized by population.
  - Need to get a system in place for department reps for 2018 – 2019.
  - We are targeting the Northwest area through work with WiRSA.
    - There was a New North Initiative in UW Colleges that fizzled out due to the low population concentrated in the North (30% of land mass and only 5% of the population).
  - We are working to ensure we are collecting the right data. Part of the strategic plan includes bring in expert groups to conducting research on our behalf.
  - ID will do some research on possible e-learning conferences to attend and post that information on the faculty website.
  - Dubear asked about the possibility of starting clubs or using eSports in the online environment.
    - We will need find a way for clubs to post notices when they become active.
  - Cassie requested faculty doing cool stuff in classes snap a photo and send them to her for the facebook page. John Hollenbeck is happy to help with social media initiatives.
Other Business

- Senate Items
  - Christa James-Byrnes approaches her role as senator as a delegate – she will vote how the collegium votes.
  - Proposed Revision to UW Colleges Senate Bylaws 6.0
    - Approved
  - General Institutional Policy #409/124 – Process for Changes to Department Structure / Department Restructuring.
    - Approved
  - Proposed Revision of UW Colleges Senate Bylaws 7.0
    - Approved
  - Instructional Policy #301 - Course Syllabi
    - Michael asked for clarification on whether the syllabi needed to be in a single document – would not work with current universal front end design.
    - Christa will follow up.
  - Instructional Policy # 302 – Grading Policies for Instructors
    - Approved
  - Instructional Policy #303 – Final Exams
    - Need to review at next collegium.
  - Instructional Policy #304 – Class Attendance and Make Up Work
    - Need to review at next collegium.
  - Instructional Policy #305 – Required Office Hours
    - Reasonable alternatives may need to be clarified – possible campus policy?
  - Instructional Policy #306 – Activities That Occur Outside of Regularly-Scheduled Class Time
    - Recommendation to add notice of possible required outside activities to course descriptions in PRISM.
  - Curricular Policy #263 – Curricular Approval Process for Individual Course Section Proposals
    - Approved

Meeting Adjourned