SPARC
September 13, 2011
3:00pm, WCCC
Meeting Summary

In Attendance:
Cathy Archer          Leonard Johnson
Dan Burcham           Michelle Johnston
Barb Ciaramitaro      Brooke McComb
Bob Eastley           Kristen Motz
Dave Eisler           Kristin Salomonson
Fritz Erickson        Jerry Scoby
Don Green             Mischelle Stone
Doug Haneline         Nate Tymes
Dorothy Hart          John Urbaniick
Mike Hughes           Helen Woodman

Guests:
Spence Tower, Teresa Cook, Cheryl Cluchey, Dave Nicol, Robbie Teahen, Jackie Hughes

Introductions
Chair Leonard Johnson requested self-introductions as there are new members of SPARC for the 2011-2012 academic year.

Action
1. Approval of the 4/19/11 meeting notes.
   SPARC members approved the April 19, 2011 meeting summary.

2. Approval of the 7/12/11 summer retreat notes.
   SPARC members approved the July 12, 2011 Retreat summary.

Presentation
E-Learning Management Advisory Team members Spence Tower and Teresa Cook stated updates from and goals of E-MAT; shared the process used for gathering information and building a plan; and presented “A Plan for the Next Stage of E-Learning at Ferris” and “E-Learning Management Advisory Team (E-MAT): Online Learning Recommendations” as provided to Provost Erickson.

E-MAT determined five categories and made eleven recommendations for e-learning at Ferris. They shared objectives, implementation issues and timelines, required resources, and responsibility for oversight.

Category 1: Student Capabilities and Responsibilities
Recommendation 1: Each student who registers for a fully online course must have demonstrated minimum proficiency in skills required for successful online learning.
Category 2: Faculty Capabilities and Responsibilities
   Recommendation 2: Advance and support faculty effectiveness and instructional quality in online learning.
   Recommendation 3: Evaluate the quality of online instruction and develop strategies for continual improvement and enhanced student learning.
   Recommendation 4: Create mechanisms for department/college/university-wide faculty collaboration to promote best practices in online learning.

Category 3: Course/Program Quality Considerations
   Recommendation 5: Develop and implement a system of review for course and program quality.

Category 4: Technology Support
   Recommendation 6: Increase the ongoing quality and amount of support for students and staff involved with online learning and technology use in instruction.
   Recommendation 7: Enhance communications with students, faculty, and staff about the availability of TAC and IT support services.
   Recommendation 8: Promote the ongoing exploration of, and recommend the use of new and existing academic technology.

Category 5: Planning and Administration
   Recommendation 9: Develop an administrative structure that encourages quality and growth of online learning at Ferris.
   Recommendation 10: Create a financial model that is sustainable and aligns with the university's strategic plan.
   Recommendation 11: Assure compliance with federal compliance guidelines and assure integrity of online systems.

SPARC members discussed the recommendations with E-MAT during their presentation. This information will also be shared Thursday, September 15, from 10:30am-12:30pm for anyone interested in E-Learning, and then will go before Academic Senate at the October meeting for possible endorsement. Members were asked to send comments or questions to Teresa Cook, Robbie Teahen or Leonard Johnson.

SPARC Social Event
   Doug Haneline invited SPARC members to his home on October 8th for a potluck dinner. A menu sign-up list and more details will be forwarded soon.

Closing / Next meeting date:
   Tuesday, October 11, 3-5pm at WCCC

Adjourned 4:55pm
Submitted by Elaine R. Kamptner