**Chairs’ Council Meeting**

**September 15, 2014**

1. Brief history of MTSU’s online program:
   1. **started in 1997**
   2. **7 courses**
   3. **53 students.**
2. Today: MTSU online and RODP offerings
   1. **Five undergraduate and eight graduate online programs/several hybrid are being offered**
   2. **2014 Fall – Online/Hybrid Enrollments = 7,797 in 401 courses**
   3. **RODP Fall Enrollment: 1,415 enrollments in 91 courses**
   4. **Number of MTSU faculty course developers/lead designers (MTSU online and RODP): 224 – 31 departments**
   5. **Number of approved MTSU online and RODP courses in distance course inventory: 514 (461-MTSU – 53 RODP)**
   6. **University College provides funding:**
      1. **14 FFTs to teach online courses only;**
      2. **laptop computers for online instruction;**
      3. **software;**
      4. **faculty development opportunities;**
      5. **department financial incentives based on an average of distance course enrollments. (2013 calendar year $31,000 in incentives were paid—an average of spring, summer, fall enrollments).**

**(Students are charged $10 per credit hour for UG and $15 per credit hour for Grad online courses and these funds are funneled back into the distance program);**

1. Because of the size and scope now of our online program, **quality of online course design and instruction** is an area which is difficult to maintain.
2. **Several processes** have been put in place to address this issue:
   1. **The lead designer model:** Course developers serve as lead designers of their approved courses for the three-year contract period, which means there is course preparation each semester:

* updating the master shell each semester as necessary;
* familiarizing other professors with the course and its instruction including updating welcome page, contact information, and calendar;
* uploading the approved course content in each semester shell;
* working with the department to schedule the course.

(Development fees are paid based on credit hours developed. So, each course designer is paid a $3,000 fee to develop a 3-hour online or hybrid course. Our budget simply will not allow us to pay multiple faculty who wish to develop the same course.)

* 1. **OFM Program** – Certified Online Instructors (COIs) are assigned to mentor each course designer at the beginning of the development/redesign process;
  2. **A Peer Review Form** is provided to each course designer before course development begins for use as a development guide. It provides minimum course standards and is used as a self-evaluation tool and for the formal peer review by the assigned OFM. This instrument does not include content review.
  3. **The FITC provides a development guide**.
  4. **Department Chairs/School Directors** are asked to review courses for content and approve delivery.
  5. **Mandatory online course redesign** - At the expiration of all three-year course development agreements, all online courses are now required to be substantially redesigned and submitted for peer review and approval.
  6. **Annual surveys** are conducted – OFM Survey; Online Faculty Satisfaction Survey; Effectiveness of OFM Survey; Course Developer Survey.

1. Chair/Director assistance is requested by:
   1. **Reviewing the content** of new and redesigned courses when approving them—not just reading the peer reviews. OFMs are not content experts and content is not addressed in the peer review.
   2. **Insuring that faculty are trained/knowledgeable to teach online** and have reviewed the courses with the lead designers.
   3. Insuring approved content is shared