

**Minutes of the Electronic Learning Committee Meeting**  
**Monday, October 7, 2013**  
**Rm 106, University Library, ULM Campus**  
**1:00 – 2:00 p.m.**

**Meeting Type:** Regular  
**Chair:** Paula Thornhill  
**Secretary:** Karen Niemla

**Members Present:**

Andy Allen  
Shannon Banks  
Karen Frye  
Katie Dawson  
Karen Niemla  
Jack Palmer  
Tammy Parker  
Adam Pate  
Arturo Rodriguez  
Shalanda Stanley  
Paula Thornhill  
Sean Chenoweth  
Sheau Yun Choo  
Claudia Grinnell  
Chris Mapp  
John Rodriguez

**Handouts circulated:** Agenda for Oct 7th meeting

Committee Chair Thornhill **called the meeting to order**, at 1 p.m.

**Agenda Items:**

1. Welcome and Introductions
2. Elect Secretary
3. Committee Charge Discussion
4. Method for Policy Development
5. Policy “Categories”

**Discussion Topics:**

- members introduced themselves and stated their respective positions at ULM
- Paula Thornhill told the committee members about the background of the committee and its purpose. She talked about the lack of guidelines and policies about ULM's online education, and her efforts with a committee to create one in the past (around 2010). Its approval process

was never fully finished. The old drafts will likely be used as a foundation for our new documents. She hopes that they will be finished this time.

- QM must be a part of the policy process; P. Thornhill believes it's a friendly process
- The policy should maintain a collegial process.
- P. Thornhill introduced the 2010 policy draft, which we briefly reviewed and discussed
  - The online attendance portion of the policy is already being used effectively right now
  - Computer requirements might need review or deletion
  - Academic integrity needs to be addressed
  - Technical issues policy covers what happens when there's a technical problem
  - Since the policy draft is so large, P. Thornhill says we will need to split up the different "Categories" and have small groups within the committee work on them.
  - The committee agreed that the 2010 policy draft can be used as a foundation for our new policy draft

### **Conclusions:**

- Karen Niemla elected secretary
- Project completion goal: end of the spring 2014 semester
- The previous policy draft from 2010 will be used a foundation for the new policy
- We will later break into sub-committees to work on the various "categories" within the policy
- We will review and compare the online policies of other universities
- We may later locate and analyze student course evaluation data

### **Action Items:**

- We are to look at the old draft from 2010 on Moodle online
- Take online poll to decide the next time to meet
- Committee members will be added to the project's Moodle site

The meeting was **adjourned** at 2:00 p.m.

Respectfully submitted,  
Karen Niemla, Electronic Learning Committee Secretary