

Members present: Kristie Anderson, Kevin Burtness, Candie Dickinson, Jayme Johnson, Charles Poteet, Meridith Randall, Shawn Romine

The meeting began with a brief report from Shawn concerning technical problems for the spring semester since “Etudes”. There were no crises. The problems that did arise were minor and he was able to address them successfully. Shawn feels that next semester will go even better.

This meeting was called to review the “instructor portion” of the new online evaluation. Charles, Jayme and Shawn have been working on this portion and distributed a draft that was reviewed and edited by the committee.

Jayme will make the changes the committee recommended and Meridith will make sure the appropriate committees (MPFA & Academic Senate) receive a copy for approval in the fall.

The next 2 components of the new online evaluation will be addressed in fall 2003.

Charles suggested that we implement a separate orientation for the online courses offered through Distance Education. Shawn suggested a presentation to instruct students on use of Etudes in the Little Theatre with break out sessions for faculty interested in having required orientations specifically for their students.

If this orientation is implemented for fall it will be necessary to advertise it on the website as well as posters since the fall schedule has already been printed.

Meridith also suggested that unless faculty makes this **mandatory** it wouldn't be well attended. She also recommended that a good time for this orientation would be possibly the same day as the regular orientation, but in the afternoon. We should revisit this issue prior to producing the final narratives for the spring 2004 schedule.

The meeting was adjourned at noon.