Rubrics Committee Meeting Minutes  
March 16, 2016  
Carroll Hall Conference Room

I.  Meeting called to order at 12:35 pm.

II.  Committee Members: Monique Cabiness, Susan Evans, Ken Fairbanks, Bill Grose, Stan Jones, Cindy Kincer, John Lawson, Marc Nester, Rita Phillips, Jason Settle

III. Committee Members Present: Monique Cabiness, Susan Evans, Ken Fairbanks, Bill Grose, Cindy Kincer, John Lawson, Marc Nester, Rita Phillips

IV.  Best Practices: members were given a handout from the TOTAL Workshop- Best Practices discussing some of the top ten best practices for teaching online; members were asked to read and come up with suggestions that WCC may incorporate into online courses that are considered “best practices”.

V. Community of Inquiry Survey Instrument-this handout, which is located in the Appendix section of the WCC4ME QEP official document, was also distributed again to the committee for review.

VI. Rubric-discussion was held on the development of a rubric for online instructors to use that would incorporate ideas from best practices; Cindy Kincer was asked to come up with ideas that WCC could utilize in the development/restructuring of online courses; these items would be an addition or an enhancement to the already recommended QM standards.

VII. Next meeting-April 6

VIII. Meeting adjourned at 1:20 pm.