The meeting was called to order by committee co-chair Susan Evans at 9:30 a.m.

I. Learning Communities

Susan Evans welcomed everyone and announced the faculty members who would be heading up the Learning Communities as follows:

Eng 111- Jason Settle  
Bio- Cindy Kincer  
ITE 115- Marc Nester  
His- Bill Grose  
MTE- Natasha Puckett

Susan also shared with the group that Karen Hawkins is heading up the SDV 100 redesign.

II. Assessment Tool

Stan Jones gave an update to the members about the assessment tool. Members agreed that simple was best. The group came up with a scale of 0-2; 0 having little to no knowledge of how the online class works, 1 needing minimal prompting, and 2 needing little to no help with the online assessment. Gerald Goad and Josh Floyd will be administering the test. The group is working on the technical aspects with Shawn McReynolds. The members are working on having all students in the learning communities to follow a common procedure. They will begin with a random sample for baseline data. The assessment will be administered by physically or electronically observing if the student can find materials on Blackboard. The information will then be transmitted back to faculty.
III. **SDV 100 Redesign**

Karen Hawkins provided an update on the SDV redesign. The SDV will be using Smarter Measures assessment. The group met with the Pearson representative. Members are looking at the Conley Readiness Index, which is a part of Pearson. This will be one of the components added to the SDV course. The course will consist of a mix between open resources and the Pearson book. Smarter Measures has been built into the budget for 5 years. Reviewers said that we are 1-2 semesters behind.

IV. **In-service Presentation**

Susan Evans and Rita Phillips will be giving updates for the QEP at fall in-service. They plan to begin with a video from John Tyler Community College to set the mood. Peter Sprano suggested providing a timeline to faculty so they could plan to meet goals. Kelli Musick suggested giving faculty information on what students were going to be expected to do.

V. **Other**

Groups will be meeting biweekly to create standards. Statistics have shown that students want more face-time interaction, early feedback, classmate interaction, and less isolation. Members discussed the terms of being “an online ninja.” After discussion Ken Fairbanks suggested our answer about QEP be “WCC QEP is going to help first time/new online learners be more successful!” Members discussed producing quick video mass email that could give a great personal touch. The group’s main purpose is to improve student learning via distance learning. The group discussed helping students feel more connected, know where to find resources, receive consistent messages, and continue in distance learning.

The next meeting was set for September 11 at 10 am. The meeting was adjourned.