

**San Francisco State University
Online Education Committee
Annual Report AY2016-2017**

Submitted to the Academic Senate Committee on Committees May 22, 2017

I. Executive Summary for the Academic Year:

The committee continued to gather data to develop evidence-based policy recommendations. This resulted in a policy proposal regarding large online courses that was translated into a resolution which was unanimously approved by the Academic Senate. A second policy proposal regarding online readiness was forwarded to the Academic Policies Committee for review. The committee shared knowledge about online education and educational technology and spread it throughout campus. The current committee has a number of recommendations for next year's committee.

II. Committee Information and Review of Activities for the Academic Year:

A. Roster

- Voting members
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Rob Collins, CES & Academic Senate
 - Don Danner, COB (passed away)
 - Leah Wingard, LCA
 - Mira Foster, Library
 - Arek Goetz, COSE
 - Zahira Merchant, GCOE
- Ex-officio members
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
- No representative
 - Associated Students
 - College of Extended Learning

B. Regular Meeting Schedule and Committee Meetings:

- Meets the second Friday of each month from 9-10:30
 - 9/9/2016, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Rob Collins, CES & Academic Senate
 - Don Danner, COB
 - Leah Wingard, LCA
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio

- Mira Foster, Library
- Not present
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Arek Goetz, COSE
 - Zahira Merchant, GCOE
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 10/14/2016, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Leah Wingard, LCA
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Mira Foster, Library
 - Zahira Merchant, GCOE
 - Not present
 - Arek Goetz, COSE
 - Don Danner, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 11/18/2016, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Leah Wingard, LCA
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Mira Foster, Library
 - Arek Goetz, COSE
 - Zahira Merchant, GCOE
 - Not present
 - Don Danner, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 12/9/2016, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate

- Maggie Beers, AT, Ex-officio
- Michael Bar, ETAC chair, Ex-officio
- Tuan Do, ITS, Ex-officio
- Mira Foster, Library
- Not present
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Zahira Merchant, GCOE
 - Leah Wingard, LCA
 - Arek Goetz, COSE
 - Rob Collins, CES & Academic Senate
 - Don Danner, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 2/10/2017, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Leah Wingard, LCA
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Mira Foster, Library
 - Arek Goetz, COSE
 - Zahira Merchant, GCOE
 - Not present
 - *No representative*, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 3/10/2017, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Leah Wingard, LCA
 - Tuan Do, ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Mira Foster, Library
 - Arek Goetz, COSE
 - Not present
 - Zahira Merchant, GCOE
 - *No representative*, COB

- *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 4/14/2017, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Leah Wingard, LCA
 - Zahira Merchant, GCOE
 - Bryan Wada (representing Tuan Do), ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Not present
 - Mira Foster, Library
 - Arek Goetz, COSE
 - *No representative*, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning
- 5/12/2017, 9:00-10:30AM
 - Present
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate
 - Mira Foster, Library
 - Leah Wingard, LCA
 - Zahira Merchant, GCOE
 - Bryan Wada (representing Tuan Do), ITS, Ex-officio
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Not present
 - Arek Goetz, COSE
 - *No representative*, COB
 - *No representative*, Associated Students
 - *No representative*, College of Extended Learning

C. Action Items

- Shared issues of interest related to online education and educational technology during the technology updates at the start of each meeting.
- Conducted and analyzed data from interviews with online educators from all colleges to complement the online educator surveys conducted by the committee in AY2015 and AY2016.
- Submitted a policy proposal regarding large online courses to the Academic Policy Committee. This was unanimously approved by the Academic Senate as a resolution

during the Spring 2017 semester. It is APC's intention to further discuss the matter and propose a policy amendment during the Fall 2017 semester.

- The committee sent a policy proposal to APC to require all students to complete an online student readiness requirement.

III. Committee Recommendations for the Upcoming Year:

A. Re: Committee Charge:

- The Online Education Committee is charged with advising the Senate on technology and educational issues at SFSU.

B. Re: Committee Membership:

- The committee needs CEL and Associated Students representatives.

C. To the Senate:

- No changes are needed.

D. To next year's Committee:

- There are some serious concerns about the impact of online education on faculty presence on campus. This includes virtual office hours. The committee should continue to explore whether there needs to be a campus-wide policy on the match between the learning mode of classes taught and the mode of office hours.
- The use of a Learning Management System (LMS) is critical for online courses as well as increasingly so for technology enhanced classes. Although there is a policy that outlines the minimum requirements for syllabi, there is no such policy for LMS use on campus. The committee should continue to explore policy recommendations regarding LMS use.
- Online education has multiple implications concerning ownership. Although intellectual property rights are held by the faculty that developed the course, there is an exception when there is an extraordinary level of university support. There needs to be greater clarity about how much university support is required for the institution to have partial or complete intellectual property rights for a fully online or hybrid course.
- Research conducted by the OEC and elsewhere (e.g., CHSS Online Education Committee) revealed that the number of hybrid or fully online courses that have the appropriate learning mode coded into the course schedule may be the minority. This means that students may be signing up for a partially or fully online course and not realize that the course will be not taught exclusively using a face-to-face format. There may be a role for the committee for increasing proper coding of the learning mode so that students and the institution are more aware of the actual learning mode used by different courses.
- Scheduling physical space is an issue for hybrid courses. On the one hand, a class may reserve classroom space for all their class meetings, including classroom space being reserved for class sessions that will never physically meet during that time. Constraints to physical space on this campus have been identified as a major factor in students graduating in a timely manner. Therefore, incorrectly reserving physical space

negatively impacts student success. Alternatively, there are hybrid courses that need physical space for exams or other class meetings. Instructors report that it is often challenging to reserve this space for these physical meetings. The committee needs to explore various ways, including policy recommendations, for increasing the effective and efficient scheduling of classroom space for hybrid classes.

IV. Endorsement by the Committee

- As of May 24, 2017 the report had been endorsed by the following members on [our iLearn site](#).
 - Jackson Wilson, Chair, CHSS & Academic Senate
 - Arek Goetz, COSE
 - Donovan Ramos, Undergraduate Advising, Ex-officio
 - Leah Wingard, LCA
 - Mira Foster, Library
 - Tuan Do, ITS, Ex-officio
 - Zahira Merchant, GCOE
- The following members did not indicate their agreement or disagreement with the report as of May 24, 2017
 - Maggie Beers, AT, Ex-officio
 - Michael Bar, ETAC chair, Ex-officio
 - Rob Collins, CES & Academic Senate