

Minutes
Kinesiology Online Academic Affairs Committee
October 11-12, 2007
Austin, Texas

Present: Jim Schwane, Darla Smith, Sue Mottinger, Zero Eldridge, Wan Yao, Darcy Hardy, Marta Hubbard, Lori McNabb, Terry Barksdale

After the group was welcomed by Marta Hubbard, Jim Schwane reported that he would be resigning as Chair effective 5/31/08.

UTTC Update - Darcy Hardy

Darcy Hardy gave a brief update on the UT TeleCampus. There are 5,000 enrollments in the UTTC in the Fall 2007 semester. That represents about 3,500 individuals.

She brought the Annual Report to everyone's attention, and she complimented Jennifer Rees. She reported on the new service fee structure that is currently being developed. It will be a little higher than currently is assessed to the institutions.

She reported that she had a new boss, Dr. David Prior, the new Executive Vice Chancellor for Academic Affairs. He is interested in globalization, and therefore Darcy and Rob Robinson will be going on a trip to China in late October. The trip is organized by the University Continuing Education Association, and the purpose is to explore both academic and continuing education opportunities for collaboration.

There will be a new RFP available, and the deadline will be November 15, 2007 for proposals. The RFP has been modified quite a bit and she suggests that the group look at it.

She reported on the new PhD in Nursing that UT Tyler will be offering through the UTTC. It will be the first online PhD offered through the UTTC.

As far as the redesign of the Kinesiology Online courses, she committed some funds from the UTC to make this happen. The committee needs to decide the appropriate sequence of courses. She recommends that 3-4 courses a year are redesigned and updated. The UTTC can provide approximately \$5,000/course. You will work with your course production staff available on your campus. The UTTC needs an official plan or proposal for the redesign of courses. The first step could be to give each other permission to review each other's courses. She also mentioned that the

committee needs to be bringing in new blood to keep the program going. It is a very popular program, and the UTTC would like to see its continuance.

Darcy then reported on the situation with UTPA, and Sue Mottinger's continuing to teach for UTPA in the Kinesiology Online program. Darcy will ask Michelle Leija to set up a conference call with the new Provost to discuss the situation and come up with a solution.

Jim Schwane once again mentioned that he will be replaced as department chair at UTT, and that it is possible that the new chair will say that UTT doesn't want to be a part of the Kinesiology Online program. Darcy committed to speak to the Dean/Provost at UT Tyler as well.

Course Schedule Update – Whole Committee

The committee then reviewed the course schedule and updated it for the next year. There was discussion about UTSA teaching in the summer both the Sport Psychology course and the Applied Sport Psychology course. Keith McCoy will be retiring but might wish to teach. Darla reported that UTEP might be interested in teaching the Curriculum and Analysis course.

External Review of Program

The review will be submitted to Darcy Hardy, as director of the UTTC, and to each participating institution's Provost. The committee wishes to include a response to the review.

Discussion of what the response will include then occurred.

In summary the response will include a list of inaccuracies in the report. The committee wishes to point out all misleading statements; wishes to state its complete confidence in the UTTC marketing efforts and that those efforts need to focus on the State of Texas but acknowledges that other states and countries have been marketed to and that there are students in the program from other states and countries.

The response needs to refer to the initial directions given to the reviewer, and the lack of communication that took place. The committee does not feel like it received what it asked for exactly.

The committee acknowledges that the Master List of Faculty needs to be updated. The committee acknowledges that the Course Syllabi need a standardized format and to include minimal information. This issue can be addressed during the redesign process.

The external review does provide a Summary of Strengths of the program, and the response should bring attention to this part of the report. Some of the strengths listed are:

- Collaboration
- Acceptance of more than 3 courses from other institutions than degree granting institution
- Allows campuses to expand course offerings
- Brought enrollment and tuition to campuses
- Combination of backgrounds and accomplishments of participating institutions increases position of any individual campus
- Student comments are positive and supportive
- UTTC support structure is a big positive

A list of possible recommendations for action mentioned in the report included:

- HOOP needs to be reviewed and updated annually
- Find ways to offer more courses and sections for growth
- Faculty C.V.s should be in a common format
- C.V. should list where faculty received degrees
- Need to develop a policy for acknowledgement of course developers when they are not the instructors of record
- Identify a common format for the course – the committee disagrees with this recommendation as the courses would not be that way in the Face to Face environment. The courses do have a common platform.
- Review of the program needs to occur on a regular basis
- Oversight of the Academic Affairs Committee is acceptable for graduate courses
- Find ways to increase student participation in the evaluation process and the evaluations should be monitored
- Mentoring of faculty in class organization or enhancing student participation
- Committee should consider student feedback relative to course evaluation – committee does not feel this is appropriate for their perview.

The committee does not feel that Faculty evaluation is appropriate for this committee, but that is the concern of the institution that the faculty member works for, and that any concerns are shared with the committee.

The response should begin by identifying the significant strengths identified by the external review. A brief introduction into the history of the program should be included. A short summary of the program strengths, and then a list of the recommendations needs to be addressed in the summary. The response should include a recommendation for the next review process. A rubric for the review of the online courses should be given to the external reviewer that includes all items that the committee wishes reviewed. Also the process used to select the next external reviewer needs to be addressed.

AA Committee Chair – Jim Schwane

Jim Schwane's term will expire in Spring 08. His replacement needs to be from one of the degree granting institutions. It was decided that an election will take place at the Spring meeting of the Committee.

Student and Faculty Services Update – Lori McNabb

Lori McNabb gave an update of Student and Faculty Services. The first thing she discussed was the Learning Resources Organization. This service is available to all students. It helps students identify when they need a service available to them.

Reference Works: Terry Barksdale will present on this service, but Lori wanted them to know that it is similar to End Note. It is a reference generator that will plug citations into a paper, and it links with the Digital Library.

The UTTC did use Safe Assignment, but Safe Assignment has been bought out by Blackboard. So it will continue to be available to students and faculty. It is free to anyone using Blackboard.

Michael Anderson's group has been researching ePortfolio products, and will be piloting one in the Spring and Summer. All products being reviewed are embedded in Blackboard and both have a blog feature. Most also have a wiki option. A decision will be made and Michael will announce its availability.

The SFS group is working to develop a semester start communications plan for faculty. Currently the department calls every student on the first day of class and reminds them to log-in to his/her class and get started. The UTTC is using Connect-Ed for this service. She hopes to establish a similar process for the UTTC faculty.

There have been a number of updates to the TIS. A new system of financial aid emails has been developed, additional email functionality to all advisors is included; informs students of the number of hours taken at all institutions – good for financial aid.

In 2005 legislation was passed that allowed a campus to count a student as aid even after the census date if there was a policy that stated that there was a promissory note on file. This means that UTTC students can have a different date to pay bills and the campus can get formula funding. The UTTC is currently working on a proposal to the UT System Board of Regents to make it possible for each institution to adopt this policy.

There was an upgrade to Blackboard in August, and Lori demonstrated some of the upgrades.

Lori reported that she understood the committee was interested in the redesign of the program courses. There has been a slight change in faculty training. She and Michael are transitioning the responsibility of training to individual staff in their respective departments. She and he are going to focus on developing a training for experienced UTTC faculty. Invitations will be sent out when it is ready to be offered.

Library Project – Terry Barksdale

Terry Barksdale reported on the Learning Resources Organization and how it links to information in the Research and Writing Section. She reported on how to use Ref Works. She requested that faculty contact her if they want access to the Learning Resources Organization. She reported on the Online Library Orientation tutorials available to students. Sue Mottinger wondered if there was a way to determine if a student had gone into the tutorials, and Terry said there was.

Terry then reported on a new service being developed called Research Project Calculator. She has worked with a couple of interns during the summer, and she is working with another intern on developing this service for the UTTC. The calculator helps a student determine how much time and what chores need to be done for a research project.

Terry Barksdale will add all of the Kinesiology faculty to the Learning Resources Organization, and Sue Mottinger will be added to the test faculty organization.

Review of Survey of Graduates – Jim Schwane

Jim Schwane and Susan Smith gave a summary of what had occurred concerning the survey of graduates of the program. After review of the questions, the following was decided:

- Month start
- Month end
- Change to how long did it take you to finish degree

Determined to start with Fall 05 graduates. Susan will aggregate results by academic year. The HOOP states that the students are surveyed upon graduation and then two other times.

Susan Smith has a list of graduates. Jim Schwane has the email that Lois Hale used, and he will work with Susan on this. Susan Smith will go ahead and survey all graduates from Fall 05-Summer 07. Susan Smith needs information from UTPB on graduates. She currently has the following:

- 4 grads – UTEP
- 30 grads – UTPA
- 16 grads – UTPB
- 22 grads – UTT

for a total of 72 graduates.

Susan Smith will send a list of names of the UTT graduates and the new URL for the survey.

For the 1- 5year survey the questions need to be changed. The committee will start working on these questions at the Spring meeting.

Yao reported that UTSA will be offering the Motor Learning and Control course once a year and can have up to 10 students. Darla Smith will speak to Rocky about giving course access to Yao so it can be offered through the UTTC.

Academic Issues

Jim Schwane brought up a couple of new faculty possibilities for the program: Lorraine Wallace and Teresa Courtney. He asked whether Teresa would meet the graduate faculty criteria of any program, and whether she matches up with any courses. There was no action taken on this item.

Sue Mottinger reported that Cheng Tu Hsieh will be shadowing her in the Research Methods course, and that he is interested in teaching the course. She also reported that Lin Wang from UTPA will be teaching the History and Philosophy course.

As part of the redesign process the faculty should address assessment of learning outcomes for the each course and for the program.

Action Item

As part of the redesign process, the HOOP be reviewed. Each course needs to be more measurable, and therefore 5-6 education goals needs to be identified and a means to assess figured out and included. The committee needs to identify clusters of courses that can work together and go through the redesign process together

The group identified a first cluster: Exercise Physiology, Research Methods, Motor Learning, and Analysis of Teaching and Coaching Behavior

Jim Schwane will prepare a proposal to send to Darcy after he gets feedback from the committee.

Revisions to the HOOP can be made via email.

Action Item:

The entire committee will look at the KINO pages on the UTTC site and their individual institution's website, and will decide what course descriptions need to be updated and what information standardized. Please do this as soon as possible, and report changes to Michelle Atkinson.

The next meeting will be held April 17 and 18, 2008.