Online Teaching & Learning Committee Mid-Year Report
Submitted: December 2023

Membership

Chair(s): Andrea Adams, Libraries

Members:
- Andreas Broscheid, Center for Faculty Innovation
- Audrey Burnett, University Studies/Online Strategy
- Jim Bywater, College of Education
- Sarah Cheverton, University Studies
- Greg Hackbarth, IT-Computing Support
- Leslie Harlacker, College of Arts & Letters
- Bill Hartman, Libraries
- Juhong Christie Liu, Libraries
- Sarah MacDonald, School of Professional and Continuing Education
- Laura Miller, Learning Centers
- Valerie Schoolcraft, Office of Disability Services

Charge:

The Online Teaching and Learning Committee provides structure and coordination for initiatives that support success in online teaching and learning. Committee work is informed by and provides input on evolving decisions regarding JMU's online learning strategy.

Specific areas of focus for the committee include:

- Course development and instructional design
- Faculty professional development and support
- Online program development
- Student support and success
- Technology infrastructure and support

The committee reports to JMU's Associate Provost for Online Strategy while working in collaboration with the Online Virginia Network and Online Policy, Accreditation and Compliance offices (housed within University Studies), and JMU's Chief Academic Technology Officer.

Summary of Current Semester Activity:

- The Online Teaching and Learning Committee developed the following objectives to guide our work during AY2023-24.
    - **Inclusive Excellence –** Center accessibility and equity in our work to enhance online and hybrid learning at JMU.

- o **Assessment –** Identify administrator (specifically Academic Unit Heads and Program Directors), faculty, and student needs related to online learning at JMU.
- o **Resources and support structures –** Identify and recommend updates to online resources, campus terminology, campus workflows, policies/guidelines, and communication channels that support online learning.
- o **Campus-level strategy –** Continue to align and support evolving campus-level hybrid and online learning strategy. (Keep an eye on how the campus-level strategy emerges. Identify and reach out to departments when new online programs are created to provide support.)

- Committee subgroups progressed work on needs assessments related to online learning for three groups, including: 1) students, 2) faculty and 3) administrators (specifically Academic Unit Heads and Online Program Directors). Work included needs assessment data collection and analysis, as well as development and approval of research protocols to support sharing of results. The committee is in the process of creating a Faculty Advisory Group that will report to and inform the Online Teaching and Learning Committee. This semester, a purpose statement was developed (see appendix A), a list of faculty to invite was created, a survey for potential faculty advisory group members was created to gather their feedback and perspectives, and plans were progressed to schedule a Faculty Advisory Group meeting in the spring semester.
- Provided committee members the opportunity for coordination and communication across various stakeholders and departments that support online and hybrid learning. Specific topics have included DEI (Diversity, Equity, and Inclusion) initiatives, accessibility, technology infrastructure, faculty, and student needs, etc.
- Andrea Adams, Audrey Burnett, and Sarah Cheverton served on the Distance Education Definitions working group. The working group, as part of JMU's Data Governance Council (a Reengineering Madison project), is developing a set of shared terms and definitions related to online learning (including in-person, online, hybrid, HyFlex, etc.).

Future Work Planned:
- Develop a report with a summary of findings, including a set of recommendations, that are based on the work of the needs assessment working groups.
- Continue to discuss and advocate for DEI and accessibility initiatives so that initiatives can be thoughtfully integrated and interwoven throughout online learning infrastructure, programming, support structures, and services.
- Continue service on Distance Education Definitions working group through JMU's Data Governance Council (a Reengineering Madison project) to ensure that shared terms and terminology (online, hybrid, HyFlex, etc.) are developed and communicated, as appropriate.
- Continue to enhance coordination and communication across various stakeholders and departments that support online and hybrid learning.

- Consider reviewing and possibly finalizing a guidebook for online and hybrid learning that was previously developed and drafted.

Table of Appendices

Number or Title	Brief Description
A	Online Teaching & Learning Committee Advisory Group Purpose Statement

Appendix A

Online Teaching & Learning Committee Advisory Group Purpose Statement

The purpose of the OTLC Faculty Advisory Group is to serve as a facilitator group and ambassadors to the OTLC, as well as a sounding board for faculty concerns and ideas regarding online pedagogy. Specific involvement may include joining the OTLC faculty subgroup to inform and enhance their work in-progress, connecting with the Office of Online Strategy (e.g., 2+2 programs), as well as presenting to Academic Council, Faculty Senate, and other relevant campus partners. Invitations will be sent to the OVN Innovation Seed Grant recipients, faculty with a strong interest and/or skillset in online pedagogy, among others. The OTLC should be the "right place to go to connect all the dots" regarding online pedagogy on-campus.