



OLSC DEPARTMENT AGENDA – PIE PLANNING

April 28, 2014

1:30 – 3:00 p.m.

Attendance: Hugo Aguilera, Meghan Chen, Mary Johnson, Sandra Weatherilt, Paul Kittle

	Item	Discussion/Outcome
1	General Notes	<p>Intro - go over minutes from last meeting (3/18/2014).</p> <p>For Me:</p> <ul style="list-style-type: none"> • Get data from survey and support emails completed and synthesized with Carol and have information, + sitemap for DL pages sent to OLSC Listserv by tomorrow 4/15/2014 • Create Faculty survey (see below) from questions created by OLSC team. Develop survey in Google Forms, and place on webpage nested in OLSC site to deploy by May 12th. Will be offering \$10 Starbucks card to a random survey taker <p>For the group:</p> <ul style="list-style-type: none"> • Data disseminated from DL survey and student feedback can be used to assist faculty in other areas as well. Valuable student information for faculty/administrators. • Potential AUO: Usability of OLSC website for faculty. Deploy survey, or other way of acquiring data from faculty in regards to OLSC website (since they're the targeted audience). • <ul style="list-style-type: none"> ○ Online survey + usability testing. Will deploy online survey first. Determined that usability testing will need to be put off until a later date. First we must raise awareness through content. Gather feedback based on what they would like to see on OLSC support page. Once content survey is handled (Spring 2014, by May 12th-18th) for 1 week deployment, we can do usability testing sometime in Summer 2014 with a smaller group of faculty (pilot). 2nd usability (validation) can be performed sometime during Fall 2014, and to a larger audience. ○ <ul style="list-style-type: none"> ▪ Hugo will have data from survey written up and processed (from Google Forms) by May 23rd. • Carol will fill out AUO form for student DL survey project • Discussion regarding survey data by June 3rd. <p>Data organization across DL site, DLC site, OLSC site.</p> <ul style="list-style-type: none"> • Want to think about the continuum of information need. • Perhaps the idea of a "home" landing page for all 3 major support pages <p>Potential questions for faculty survey:</p> <ul style="list-style-type: none"> • Are you familiar with the FAQ glossary, the search able glossary for common Moodlerooms questions? True/False • I am able to find the following:

		<ul style="list-style-type: none"> <ul style="list-style-type: none"> Readiness Quiz (for students) How to get certified to teach online at MtSAC How to get trained in Moodlerooms Requirements for online teaching Information about teaching regulations Gradebook questions Accessibility What regular and effective contact is Where is my MR course Where are my students? Students that should or shouldn't been in a class Do I know how to reconcile students between Moodlerooms and Banner? How to add or remove my students from my Moodlerooms class? How to login into my student account? Open ended question: Please list up to 3 things you'd like to see on the OLSC support site, organized by most important to least important <p>Yellow AUO document:</p> <p>Program/dept: OLSC</p> <p>Intended outcome:</p> <p>Rationale: website user-friendly is the goal. Assessed from all questions we receive from faculty to members of OLSC via email, listserv, phone, in the past 2 years</p> <p>When: Faculty survey, May 12th-18th. Data by May 23rd. Summer 2014, Fall 2014.</p> <p>Who: OLSC members, Hugo will put survey into Google Docs and create the link/page by May 12th. Sandra and Mary will finalize survey questions by April 29th.</p>
2		<ul style="list-style-type: none">
3		<ul style="list-style-type: none">
4		<ul style="list-style-type: none">
5		<ul style="list-style-type: none">