Faculty Senate Meeting Minutes
Red Rocks Community College
Mar 3rd, 2020

Senators Present: Robert Vroman, Meredith Hibit, Janet Tarase, Sally Stablein, Chelsea Campbell, Heather Duncan, Jeffrey Kaplan, Erika Iverson, Helena Martellaro

Senators Absent: Brandon English, Benjamin Rogers, Kyle Whitecotton, John Padgett,

Non-Senators Present: Eleanor Camann (Brandon English sub), Jon Johnson, Ben Vena, Kristin Aslan

Jon Johnson: Online Instruction - Jon would like to insert a module for all new online instructors and faculty into their D2L shell. This module would be in hidden format so students could not see it, but the module would include things like: how to set up a gradebook, create and monitor discussions, run an effective online course, etc. This will be piloted in a few online courses in Summer 2020.

Jon would like to require an online training for all instructors and faculty who have not taught online before. This would be a 2-week, online training with a face to face meeting sometime during those 2 weeks. It was suggested to have it required before the person taught the class, but understood that it may be difficult with last minute additions, so taking the training while concurrently teaching the online course would be allowed in special cases.

There is a question of whether training at a different college could count? This would need to be investigated because there are guidelines that exist at RRCC that do not exist at other colleges. This is different than the QM training, so it would have to be on top of any QM training. This would count as part of the 5 PD hours for part-time instructors.

There is a question of whether this training should be required for faculty that are currently teaching online? Jon welcomes suggestions on how to improve online teaching in your discipline. If you have any questions about how to implement the training for the new online instructors and faculty let Jon know. Jon is working on establishing an online "student union" for online students containing a list of resources and tutorials.

Reminders about services in IDIC: 1) They call all online students who have not logged into the online class before the census date. 2) They send out a welcome letter to all online and hybrid students with information about D2L assistance, a survey about whether or not online classes are best for their learning style, etc 3) There are a variety of D2L training available for students

Ben Vena, Marketing -
Ben addressed the issue concerning the support in marketing at the department/course level? The bandwidth within the marketing department is small, so marketing for every department and every class is difficult. But, marketing will not turn anyone away- they may request changes and/or consolidations to what is being marketed. They would rather meet with departments and discuss

the needs to come up with solutions and ideas about how to best market the department. Paid advertising is tough because the marketing department doesn't have the funds to pay for everyone to put, for example, ads on Facebook. Most of the time and budget in marketing is focused on marketing the college as a whole and not individual programs.

Can marketing consult with departments to help them market their own programs? Yes- if departments can create videos/photos of classroom sessions, marketing can post them to social media and/or do faculty, student, instructor spotlights.

Invite marketing to everything you are doing- they may not be able to go, but they want to know what is going on in the college. You can submit the formstack found on the marketing website because it keeps track of things better than email does.

Marketing is trying to create a print production center with poster templates to ease the stress of creating marketing materials. All marketing materials should go through the marketing department to make sure logos and imaging is consistent throughout the college. Get materials to marketing no later than 2 weeks before an event- earlier if the event is large.