

Senate Web Committee Recommendations

May 2, 2002

I. Recommendations regarding Web course enrollment limits

(to Alred, Munoz, Pilcher, Payne, Manning, Rhodes)

- We recommend that the current practice of limiting Web course enrollment to 15 OC students and 7 VCT students be maintained.
- We recommend that the Senate look into updating the Policy Manual to reflect the above recommendation.
- We recommend that when the established limit for a Web class is reached a new section be created.

II. Training and Software

(to Alred, Munoz, Pilcher, Payne, Manning, Ford, Lang, Carson, Vanecek)

- We recommend that any Title V software purchased allow for subsequent departmental licensing.
- We recommend that OC establish a permanent position for a full time trainer for Web instruction and related technological areas.

III. Recommendations/Requests for the Webmaster

(addressed personally to April Vanecek with copies to Alred, Munoz, Pilcher, Payne, Manning)

The Academic Senate requests that you consider re-structuring the “Internet Courses/Virtual College” page on the OC Home Page so that it contains these three up-to-date listings:

1. All Web courses currently being taught.
2. All Web courses that will be taught the next semester.
3. The names of all OC Web instructors with links to their home pages (if they have one)

The Senate Web Committee will also ask all department chairs to send you a list of past, present, and future Web instructors. From these names you can construct a group email list for convenient and accurate communication. The Committee also hopes that you will maintain timely contact with Web instructors.

Web instructors would also like to see the construction of a “generic” graphics page on the OC Web server. The Webmaster would contribute a few OC graphics, such as logos and banners, and Web instructors would contribute graphics such as buttons, bars, textbook icons, etc., for use by anyone.

TO: Academic Senate

FROM: Senate Web Committee

RE: End of Year Report & Recommendations

DATE: May 2, 2002

The Senate Web Committee finished its year's work on Thursday, April 25. We had four goals as we began the Fall semester; we completed the first three:

1. Construct the Web component of OC's Institutional Plan for Distance Education.
2. Formulate recommendations pertaining to Web instruction.
3. Construct a Web Course Information Sheet for submission by instructors.
4. Create a document containing guidelines and advice for present and future Web instructors.

The most important work we've done is the recommendation for a Web Instruction Oversight Committee which the Senate is now studying. We will be well satisfied with our effort this year if this committee, or something similar, is assembled and charged during the Fall 2002 semester. The Academic Senate must play a key role in the establishment of the committee.

Attached is a list of recommendations we hope the Senate will approve and forward to the appropriate authorities, either this semester or next.

There is still work for the Senate Web Committee. We recommend that the Senate extend the committee's charge through the next school year, altering its personnel as it pleases or as necessary. Some of the work would include:

- Draft a policy statement regarding Web student/Web instructor behavior.
- Offer input into a possible minimum-technology sheet to be signed by registering Web students.
- Offer input into the disbursal of new Web-related hardware and technology.
- Review Web course evaluation policy.