Present: C. Ellison (student), A. Guzik (student), G. Hack, S. Hanson, T. Hardemon, A. Kane, R. Kates, M. Marsiske, C. Vogtle (transcriber)

Subcommittee Update - Dr. Hanson briefly reviewed the overall design process being used. She advised the group that she has slowed the production pace somewhat in order to ensure that the templates created seem doable across modules. She reiterated the importance of considering both student and faculty perspectives as material and examples are created. Dr. Hack then updated the group on the subcommittee’s production progress. The subcommittee (Dr. Hanson, Dr. Hack, Dr. Marsiske, Dr. Prins, and Truly Hardemon) have developed and edited scripts which have been turned into storyboards for the Learning Objectives and Syllabus Competencies. The Learning Objectives’ script is ready for Dr. Shectman to record, and the Syllabus module has video footage with Dr. Prins already captured. The instructional design team is continuing to capture images and video footage (e.g., in the classroom) to include in the training materials. By the next meeting, the subgroup hopes to have module one and two completed and ready for feedback.

- Syllabi Examples Brainstorming Session- Dr. Hanson requested input on potential examples for the syllabus in four areas: policies, grading, assignments, and materials. There was time to brainstorm only the first area in today’s meeting.

Policies: the group discussed policy related issues they felt would be beneficial to address as the committee moves forward. The items discussed for subcommittee consideration were:

1. Attendance/Make-up
2. What is excused/unexcused? All need make-up?
3. Make-up assignments-standard vs individual
4. Late assignments/tardiness
5. Extra credit
6. Use of electronics
7. Exam policy- Cumulative? Substitution?
8. Incomplete grades
9. Inclusive learning environment
10. Reaching instructions team/response time
11. Academic Integrity- plagiarism/cheating
12. Professionalism
13. Participation
14. Minimum grading- out of range

The group discussed each item, providing feedback and insight for each. The remaining three areas will be discussed at future meetings.

Next Full Task Force Meeting: Friday, April 7, 2017 from 11 am – 12 pm in HPNP DO Conference Room 4102