April 6, 2010

President’s Taskforce for Online Learning and Services

Kick-Off Meeting Agenda and Assignments

Meeting Objectives:

A. Clarify Taskforce Role and Charge
B. Determine the priorities of discussion, decision, and action items
C. Make sub-taskforce assignments to address these priorities.

Present: Ron Core, Teresa Thompson, Gary Means, Billy Griffis, Kim Thompson-Brown, Christian, Mike Deal, Sarah Smith, Connie Murphey, Deb Champion (for Tony Bretti), Mike Smith, Charles Patterson, Steve Burrell.

Discussion:

1. Review of the Charge

2. Discussion of sub-task force/committee agendas in support of undergraduate and graduate online learning.

   Each VP will lead discussion around their top issues to succinctly frame: What questions must be answered? What facts must be obtained? What resources may be needed? How will we organize? Who needs to be involved in discussion and plans? From this discussion each VP will organize one or more sub-committees to gather facts, address the issues, and form recommended action plans. The resulting plans and issues will be coordinated by the taskforce, and framed for discussion and subsequent action at President’s Cabinet.

   A. Financial and Business Management (Dr. Core)

   B. Enrollment Management and Student Services (Dr. Thompson)

   C. Academic Program Development (Dr. Means)

   D. University Advancement (Mr. Griffis)
E. Technology and Technical Support (Mr. Burrell)

3. Identification of priority actions and identification of sub-taskforces.

4. Task-Force Meeting Schedule – How frequently should we meet?

Assignments:

It is expected that the sub taskforces and discussions groups defined below will draw broadly from the university community as necessary to complete tasks.

1. **By April 13, Provost Means** will identify timeline and milestones associated with developing the online bachelor of general studies, pending graduate programs and continuing education programs. This timeline will inform the taskforce and sub-taskforces about due dates for required work and outcomes.

2. Sub Task Force for Online Program Budget Models.

   **By April 20, VP Core** will convene a sub-taskforce to determine a recommended business model/plan associated with bachelor of general studies. The model/plan will include up-front costs, operational expenses, and revenues. Scalability will also be considered. The business model plan must be completed by the end of May to meet deadline for processes associated with the Board of Regents.


   **By April 20, VP Thompson** will use an existing enrollment management committee to identify action plans and resources needed related to enrollment management and student services.

4. Sub Task Force for Online Academics

   **Dean Smith** will convene an appropriate group to discuss and document the curriculum for 4 concentrations in bachelor of general studies; document questions and concerns raised by faculty regarding the establishment and operation of the online B.GS; and make recommendations regarding the program design.

5. Report on online course development progress.

   **By April 20, Dean Bretti** will provide a dashboard of courses required by online B.GS program, schedule for developing course content, and the status of course development.

The Taskforce will meet every 2 weeks. A regular day and time will be identified. The 2nd meeting of the Taskforce will meet in about 3 weeks, to provide some time for the sub-taskforces to initially organize and meet.