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| AGENDA/MINUTES |
| Team Name | Programs, Topics & Processes (PTP) |
| Date | 5/4/2020 |
| Time | 9:00 – 9:30 am |
| Location | Zoom <https://zoom.us/j/5354602075>  |

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| Facilitator | Elaine Simmons | Recorder | Sarah Riegel |
| Team members | Present XAbsent O |
| x | Whitney Asher | x | Mary Doyle | x | Stephanie Joiner | x | Jeff Mills |
| x | Krystall Barnes | x | Erin Eggers | x | Kathy Kottas | o | Myrna Perkins |
| x | Matt Connell | x | Mary Foley | x | Karen Kratzer | x | Samantha Stueder |
| x | Tana Cooper | x | Jane Howard | x | Karly Little | x | Laura Stutzman  |
| x | Lori Crowther | x | Brian Howe | x | Angie Maddy | x | Kurt Teal |
| x | Caicey Crutcher | x | Judy Jacobs | x | Claudia Mather | x | Ray Willis |
| Ex-Officio members |
| o | Rita Andress | x | Carol Murphy | o | Dee Ann Smith | o | Jenna Wornkey |
| o | Nicole Berger | x | Denise Schreiber | o | Brandon Steinert |  |  |
| Guests |
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| Topics/Notes | Reporter |
| Types of Course Delivery (Summer 2020)* Fuzion Classes – synchronous course with specified meeting time; students meeting both in-person and via zoom
	+ Physical plant is measuring spaces in classrooms so we should not be limited to 9 students plus one teacher
	+ Fuzion classes will use two CRNs – one for in-person and one for the zoom portion – we need two CRNs to control how many people are in the classroom due to social distancing
	+ They will be cross-listed in Banner
	+ We will need a new instructional method for the Fuzion classes – SYNC – this would be put in for the zoom portion
	+ If a student enrolls in Fuzion for in-person but decides later they want to do zoom, this be done? Would it be at the instructor’s discretion?
	+ If a student chooses the zoom option and then decides to do in-person, can they switch? Depends if there is room available in the class room.
	+ How would students changing from in-person to zoom or vice versa impact data? At this point with the pandemic (for summer classes) we would not be concerned about the data. If we continue into the fall offering classes this way we would come up with a way to track this.
* Telecourses – synchronous course with specified meeting time; all students participating via zoom – use the instructional type SYNC
* In-Person – students meeting within the same physical space
* Online – fully asynchronous class
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| I’ve asked Lori for a new course code to support the zoom segment of the Fuzion classes as well as the Telecourses.  She has suggested the following coding system that we will discuss during the meeting: AR      Lecture RemoteA1R    Lecture Hybrid RemoteBR      Lab RemoteB1R    Lab Hybrid RemoteCR      Lecture/Lab RemoteC1R    Lecture/Lab Hybrid RemoteFR      Studio RemoteKR      PE Remote* Ray suggested we use another character instead of “R”. We already use “R” and this could impact our data.
* We will use “S” instead of “R”
* Lori will notify HR of the change in schedule types for FLAC
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| Suggestions to rename Telecourses (from Todd):OnLiveListance (Live + distance)LiveOnlineVirtualDistiSynchSynchroLiveZoom RoomWorld Wide Live (WWL)Live from Barton (LFB)Hybrid liveLiveBridHybracourseVirtaLiveLive at HomeHomeCollegeBlendedHome classroom* The group likes LiveOnline.
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