

Department of Speech, Language, and Hearing Sciences  
Faculty Meeting Minutes – December 12, 2012

The agenda for today's meeting dealt entirely with an update on the online Bachelor in Health Science program that our department will be launching in 2013. Alice Holmes gave an overview of the program's structure, target dates for various activities, and initial course assignments were set up. Key points included the following:

- Each course will feature 37.5 contact hours, i.e., 150 minutes per week.
- A suggested time structure for a typical week would include 80 minutes of lecture (via voice-over power point, written power point, or video), 10 minutes of discussion on key questions from the week (e.g., "Questions of the Week"), and 60 minutes of general discussion.
- Each course will consist of a number of modules. Modules typically last between 10 and 20 minutes and are followed by an assessment. Students should pass the assessment for one module before moving on to the next module.
- Courses are organized around learning objectives, and module content should follow from these objectives.
- The "question of the week" has been used in other DL courses and is determined via class consensus. The idea is to identify key concepts or topics that the class judges to be in need of clarification, expansion, etc.
- Chat/discussion times are held at time convenient to all, typically in the evening.
- Semester assessments typically consist of several quizzes/tests and a final examination. Quizzes, tests, and examinations are administered electronically and will be proctored. Questions are typically drawn from a question bank, so that students do not receive exactly the same questions.
- Assignments are submitted electronically and evaluated using a grading rubric that is presented to the students beforehand.
- The success of DL programs depends greatly on prompt responses by the instructors to student queries. Instructors should aim for a 24 hour turn-around time to student questions that are posed during weekdays.
- Resources are available to assist with module development. Sample modules are available on the protected SLHS s:// drive in the 2+2 folder. Coursera is a free online DL program – this is another place where sample modules can be viewed.
- There are two main instructional roles for the courses: course developer and course instructor. For the initial courses we offer, the same person will likely fulfill both roles, but in the future a person other than the module developer may instruct a particular course.
- Those who develop course modules are reminded that they can solicit "guest lectures" from colleagues (including ones from other universities) who are particularly well suited to talk on particular topics. The guest would prepare a module on a particular topic.
- General administrative issues associated with the 2+2 program were discussed, the initial slate of courses was outlined, and faculty members were identified for course module development during the first year of the program.