

## Meeting Minutes February 10<sup>th</sup>, 2021

### Attendees:

- Terri Brown
- Linda Upchurch
- Darlene Dickens
- Mike Rountree
- Kathy Whitaker
- Christian Kraus
- Meghan Crews
- Armond Boudreaux
- David Strickland

The committee discussed the letters to be sent to faculty members concerning the upcoming course review process. A copy of the letters was sent to Dr. Sharman for her approval. Once her approval was received, I sent letters to all faculty members on February 10<sup>th</sup> whose courses would be reviewed for Fall 2020 semester.

The timeline for faculty to complete the self-review of the courses is set for March 8<sup>th</sup>.

There was a brief discussion of third-party products and email being used for some courses. This results in a lack of support since we do not have access to email to third-party platforms. For this review information will be provided to these products so that we are able to see them for review purposes.

There was a brief discussion about eCore and Nursing courses and date roll-over in D2L.

The meeting was adjourned.

The next meeting is scheduled for March 10<sup>th</sup> at 10:00 am.