Committee Purpose Statement:

TADEC Statement of Purpose:
The Technology Advisory Distance Education Committee (TADEC) is a standing committee of the Academic Senate and engages in discussions and decisions related to the acquisition, maintenance and use of current and future technology for teaching and learning. In addition, TADEC will advise, evaluate, review, and develop guidelines for the Triton College Technology Plan and Distance Learning Education Strategic Plan. TADEC makes recommendations on policies that are strategic in nature to promote distance education and support institutional and academic efforts of the College related to the appropriate use of technology.

What were [TADEC]'s Goals for the 2018-2019 Academic Year?

1. **[Monitor and promote Triton Online Teacher Training program.]**

2. **[Review Peer-Review process.]**

3. **[Revise Peer-Review process form and proposal form.]**

What were [TADEC]'s Results for the 2018-2019 Academic Year?

1. **[Monitor and promote Triton Online Teacher Training program.]**
    The pilot for online teacher training occurred over the summer of 2018 and was facilitated by Joe Beuchel and Jackie Mullany. Only a few minor issues occurred during the pilot and easily changed and updated. Enrollment continues for the training and a survey should be sent to those who completed the training for input on any issues, updates or revisions. Both Pamela Harmon and Erin Stapleton-Corcoran are monitoring the course and responding to questions within the three modules.

    Evidence:
    - *[September 2018 and May 2019 meeting minutes.]*

2. **[Revise Peer-Review process.]**

    It was evident after the peer review of seven courses in the fall 2018 semester that major changes in the process needed to be made for the spring semester. Fully online review of the courses without any face-2-face meetings helped considerably but there was no monitoring of the forms to ensure that they were accurately completed and verified. One course had a faculty developing a course who did not have the qualifications to teach or develop. Several courses had outdated course curricular outlines and the wrong forms were being used. Limits on the number of courses and deadlines for submission were adjusted in the spring semester but the fall semester needed an updated timeframe as well. The time it takes to review these courses is extensive and ample time must be given.

    Evidence:
    - *[October 3rd, 2018 and February 6th, 2019 meeting minutes.]*

Date: [May 1st, 2019]

3. **[Revise Peer-Review process form and proposal form]**
    The committee began reviewing and revising the forms throughout the spring semester and voted on their acceptance at the April TADEC meeting and through email confirmation.

    Evidence:
    - *[Spring semester TADEC meeting minutes.]*

What are Areas of Improvement/Changes to Consider for the 2019-2020 Academic Year?

- [A survey should be given to faculty who have completed the online teacher training to assess its effectiveness. Revisions should be made if needed.]
- [A survey should be given to those faculty who have completed the online peer-review process to assess its effectiveness. Revisions should be made if needed.]
- [A survey should be given to faculty who are peer-reviewers to see what can be done to improve upon the process and workload for this group of faculty.]

Date: [May 1st, 2019]