

Minutes of the CAS Online Faculty Discussion Group  
April 24, 2008  
3:00 PM

Attendees:

Katie Barwick-Snell, Jane Bowerman, Patrice Brink, Karen Cozart, Betsy Martens (*via video-conferencing from Tulsa*), Yanrong Qi, Rodger Randle (*via video-conferencing from Tulsa*), Yevgeny Slivkin, Amanda York.

I. *Introductions.*

Attendees introduced themselves. Karen Cozart hosted the meeting.

II. *Announcements.*

This is the last meeting of the 2007/2008 academic year. There are no discussion group meetings during the summer semester.

Student course and instructor evaluations are this week. Please encourage your students to complete them.

**Red-flag warning:** D2L will be down from 12:01 am, May 15th to around noon on May 17th for the upgrade to version 8.3. **There will be no access to your courses during this time.** If you are migrating a course from the old version into the new one, anticipate that there will be a few glitches and be ready to “clean up” your course after the upgrade.

Katie Barwick-Snell related an experience she recently had in which one of her students accidentally dropped her course. When the drop was processed, all her grades and work that had been stored in D2L disappeared irretrievably. The lesson here is to make sure you are backing up your gradebook and documents. The gradebook has a feature which allows it to download directly into Excel to be saved and/or printed, and documents can be backed up onto your local machine or a flash drive.

III. *Agenda.*

**Problem Students**

The instructor section of the CAS Online Program website (<http://casweb.ou.edu/olr/public/instructors/index.htm>) has a wealth of information on problem students, including specific information on “Difficult Students” and “Academic Misconduct” and sample documents to include in your syllabus addressing academic integrity. The “Academic Misconduct” section includes links to the Office of Judicial Services and their plagiarism tutorial for Students.

## Grading Rubrics

### **SAMPLE SIMPLE RUBRICS**

#### **Directed Paraphrase Summary – 20 points possible**

- 5 points      **Accuracy**      Did your summary accurately describe X?
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- 1 points      **Significance**      Did you include possible benefits of X?  
  
Does your summary compel or motivate your reader to want to know more or to act on X?
- 10 points      **Completeness**      Did you include at least 5 important facts about X?
- 2 points      **Conciseness**      Are you able to discriminate between the important facts and the more minor elements of X?
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- 2 points      **Correctness**      Are the mechanics of your writing correct and in a format that could be submitted to X?

#### **Resource annotation – 10 points possible**

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|--|--|
| Citation – 4 points                      | APA format; all components present   |
| Annotation – 3 points                    | Coherent summary of information from source; pertinence to research topic. |
| Credibility – 2 points                   | short discussion of authority, audience, bias, accuracy, currency          |
| Spelling, grammar, punctuation - 1 point | ten or fewer errors  |

#### IV. *Next Meeting.*

The next CAS Online Discussion Group meeting will be in September 2008. The exact date will be announced via email and our website at the beginning of the Fall 2008 semester.

#### V. *Adjournment.*

The meeting adjourned at 4:25 pm.