Report for
The Distance Education Committee/Center for Teaching and Research
Excellence
Submitted by Ivy Dunn, Chairperson of Psychology
May 28, 2012

Department/division compliance with Appendix G; Distance Education; IV. Unit Responsibilities:

(a)"Develop, monitor and review Internet course offerings and make recommendations for change and improvement";

The Psychology Department has an undergraduate and a graduate committee, which decide the number of online courses that should be available for the program, and to some extent, which courses these will be.   The chairperson reviews the course offerings and makes the final decision about what should be offered. Enrollment history is a major factor.   The chairperson suggests improvement by reviewing online courses as part of the instructor's teaching evaluation.

(b)"Assist faculty members teaching Internet courses to be adequately prepared to teach and prepare required materials;"

Faculty members are paired when someone is teaching online for the first time. The new person receives assistance with Moodle, is provided a syllabus, and in some cases, is allowed to administer an existing course before trying to develop a new one. Faculty members are informed about the availability of IPADs to check out, and other resources available in the department and the CTRE.   They are also informed about training offered at CSU and elsewhere.

(c)"Provide a methodology to evaluate the effectiveness of the distance learning offerings;"

This is provided in the department's new DAC.   A detailed check sheet has items pertaining to:
- the instructor's mastery of the content.
- course organization.
- presentation and professionalism of materials.
- rapport between the instructor and students.
- Interaction between the instructor and students, and among students.
In addition, student evaluations are used as a major indicator of course effectiveness.

(d)"Develop a procedure that ensures adequate advisement for students registering for Internet courses"

The Psychology Department has an advising center with a full time advisor and faculty advisors.   All of these personnel inform students about the requirements and responsibilities for online courses during registration.

(e)"Make recommendations for change and improvement to Internet courses and the supporting infrastructure:

The chairperson performs these tasks during faculty evaluations.   The department also relies on the random checks of courses that is performed by the Distance learning Committee.