

D.E.C. MEETING AGENDA  
 April 16, 2019  
 12:30 – 2:00 p.m.  
 301 Gwendolyn Brooks Library

- I. Call to order/ Introductions
- II. Approval of minutes
- III. Member Reports Regarding Online Education
  - A. CTRE –*N. Grim*
  - B. Office Online Instruction – *R. Johnson*
  - C. Information Technology –*P. Shinde or rep (comments on campus wide Virtual Meeting Software requested*
  - D. General Education Curriculum Committee –*A. Redman*
  - E. Graduate Council–*J. Price Shingles*
  - F. University Curriculum Committee –*J.Chen or P. Cronce*
  - G. Enrollment Management–vacant
  - H. Provost's office–*M. Sudeith or T. Rowan*  
 Departments/Colleges –Library: Online program collaborations- internationally (R. Darga)
- IV. Old Business
  - A. Union update of Appendix G changes - *R. Fielder or G. Gomez*
  - B. Adoption of OOI course template for faculty guidance *please review prior*  
<https://csumoodle.remote-learner.net/course/view.php?id=19483>
- V. New Business
  - A. Course Presentations- *please review prior*  
 HIST 1710 Introduction to Latin American History ( S. Morikawa)  
<https://csumoodle.remote-learner.net/course/view.php?id=19479>

- B. Instruction coding example <https://teachingonline.iu.edu/doc/iuonline-term-definitions.pdf>

Quick Reference for Instruction Mode Coding		
Code	Meaning	Online % (#Online Contact Hours / #Total Contact Hours)
OA	Online All	100% is online
OI	Online Interactive	76% to 99% is online education
HY	Hybrid,Traditional	26% to 75% is online, remainder is face to face
HD	Hybrid, Distance	26% to 75% is online, remainder is distance ed
DO	Distance Other	76% to 100% is synchronous distance education
OC	Correspondence	75% to 100% is correspondence
P	In Person (Face to Face)	0% to 25% is online education
IN	Internship	0% to 25% is online education
IS	Independent/Directed Study	0% to 25% is online education

- C. Review By-Laws *See attached*
  - Reminder of report(s) due next month
  - term limits
  - Elections for officers (May meeting)

## VIII. Final Remarks

Next Meeting (Last of semester): May 21<sup>st</sup> \*May be attended virtually

## VII . Adjournment

**Appendix 1. DEC BYLAWS** – Original version on DEC org site. For discussion -

**SECTION I: PURPOSE.**

The purpose of the Distance Education Committee (DEC) will be to assess, recommend, develop and evaluate activities related to the growth and promotion of online education at Chicago State University. To achieve this end, the committee shall review all online course proposals submitted through the University's curriculum approval process, create evaluative instruments to assist in the review of online courses, develop guidelines and rubrics to assist faculty with the development of online course offerings and provide guidance to academic departments regarding the evaluation of online offerings.

The DEC shall also be empowered to both certify online courses and instructors and the committee shall routinely report its recommendations to the Office of Academic Affairs. To achieve this end, the committee shall work closely with the Office of Online Instruction (OOI) and the Division of Instructional Technology (IT) to provide faculty with the resources needed to carry out appropriate online instruction. The DEC shall also be charged with defining the modules used for online instruction, determining (in concert with the Union) the appropriate language for Appendix G of the Contract, and assist in ensuring the University's compliance with various external accrediting agencies and their standards.

The CSU-UPI Contract requires that a standing committee be established to study and make recommendations to the provost regarding quality, university support, faculty training and development, and workload issues for the teaching of Distance Education courses.

The committee's recommendations will provide information for future negotiations regarding distance education, workload and compensation. The Union and the CSU Administration mutually agree that they will enter into general on-going discussions on Distance Education, which shall include but not be limited to matters of compensation, quality of instruction and teaching assignment policy.

The committee will routinely assess activities related to Distance Education by academic departments/divisions, the Center for Teaching and Research Excellence (formerly the Office of Distance Learning), the Information Technology Division, and the CSU Administration. The Center for Teaching and Research Excellence (formerly the Office of Distance Learning) will collect this information, compile it and present it to the standing committee. These reports will include actions taken to meet the various responsibilities described in the Contract.

**SECTION II: MEMBERSHIP**

[Please review the new membership proposal (with changes to voting/ex officio memberships). If accepted, the language below will be revised to reflect the committee's new membership requirements and a document shall be drafted to propose to the Union revised language for Appendix G.]

The membership of the committee will consist of 15 member constituents as follows:

Seven voting members will be elected by the faculty from their respective College in accordance with the following procedures: annually, the Chair of the DEC shall notify the Dean of the College wherein the vacancy exists to request that the Chairs of each department be contacted to announce a vacancy and solicit volunteers. If only one person volunteers from that College, the member shall be seated on the committee. If more than one member volunteers, there shall be a runoff election conducted by the DEC Chair. The counting of ballots shall be overseen by the committee Secretary and the results reported at the next regularly scheduled meeting where the new member shall be seated on the committee. Elections to fill vacancies shall commence in mid-August with ballots due just prior to the September DEC meeting.

Five voting members shall be appointed by either the Union President, the CIO, or the Chairperson of the committee as follows; the Union "At-Large" member, a representative from IT, and a representative from the University Graduate Council (UGC), the University General Education Committee (GEC), and the University Curriculum Coordinating Committee (UCCC).

selected by the Union from each of the following areas of the university (the Distance Education Committee recommends that these appointees be faculty members):

One representative from each of the 5 colleges (Arts and Sciences, Business, Education, Health Sciences, and Pharmacy) Additionally, one voting member shall be selected by the Dean from the Division of Continuing Education and Non-Traditional Programs and one voting member shall be selected by the Dean of from the Library and Instructional Services. One voting member from the Office of Distance Learning and one voting member from the Moodle Support Services shall be selected by the Provost or the Director responsible for this division in any reorganization. The Provost, Assistant Provost, Contract Administrator and the Directors of Enrollment Management (EM) and the Center for Teaching and Research Excellence (CTRE) shall serve as non-voting ex officio members of the committee.

Five members selected by the respective chairperson, director, or union chapter president from each of the following areas:

The Union

Information Technology

Graduate Studies Council

University Curriculum Coordinating Committee General Education Committee

One member selected by the VP of Enrollment Management.

The Distance Education Committee recommends that the VP of Enrollment Management select a non-faculty representative. Two members of the committee will be selected by the Provost. The Distance Education Committee recommends that the Provost select non-faculty representatives.

Members are appointed for a three-year term to a maximum of two consecutive terms. **The committee shall also establish a three year rotation of voting members with the Committee Secretary distributing a membership list to each of the committee members at the second meeting of the academic year.** The Union chapter president and the Provost at the request of the Distance Education Committee shall fill mid-year vacancies.

Alternate members may be selected by the duly appointed member **only for extended absences.**

To accomplish the purpose of the Distance Education Committee, its members should regularly attend meetings to insure adequate representation of each academic and administrative area. At the end of each semester the committee shall report to the Union chapter president and the provost those members attending less than 50% of the 5 fall and/or 6 spring scheduled meetings so that these members may be replaced within one month with new appointees.

Additional persons **and guests are always welcome to attend regular meetings and** may be invited to provide input to the Committee. They can be regular attendees or be invited to address specific topics. They shall serve without a vote.

### SECTION III. OFFICERS.

The officers of the Distance Education Committee shall be the Chairperson, Vice Chairperson, and Secretary.

The term of office shall be one year and elections will be held at the May meeting and will be effective at the beginning of the **next academic** next fiscal year. Special elections shall be held to fill vacancies.

### SECTION IV. MEETINGS.

The Distance Education Committee shall meet at least once per month at a time and place to be designated by the Chairperson. **Current practice is for the committee to meet on the third Tuesday of the month.**

Attendance via a web conferencing program (like Elluminate) is permissible. However, members must attend at least 5 meetings in person. Special meetings shall be scheduled as necessary. Meeting agendas will be **distributed** published to committee members 3 to 7 days prior to scheduled meetings.

A quorum for ordinary meetings shall constitute a majority (**50%+1**) of the **voting members** present and voting. Written proxies may serve to constitute a quorum **but must be submitted in writing one day in advance of the meeting to the committee Chairperson.**

The minutes of the meeting shall be distributed to the members of the committee, the Provost, and the CSU Union chapter president.

### SECTION V. SUB COMMITTEES.

Subcommittees shall be appointed as necessary.

### SECTION V. PARLIAMENTARY PROCEDURES.

The Distance Education Committee shall follow the most current edition of Robert's Rules of Order.

### SECTION VI. ADMENDMENTS TO THE BY-LAWS.

Proposed amendments shall be presented to the committee in writing at a regularly scheduled meeting.

Approval shall be by affirmative vote (proxies being permissible) of two-thirds of the members at a duly convened meeting.

### SECTION VII. RATIFICATION.

Ratification of these by-laws shall be by affirmative vote of two-thirds of the total membership at a duly convened meeting.

**Red = changes associated with February revisions proposed to Appendix G.**

## Appendix 2. Reminder of HLC definitions:

### Definitions of Distance Education, Higher Learning Commission

<https://www.hlcommission.org/General/glossary.html>

**distance-delivered courses** – Courses in which at least **75 percent** of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

**distance-delivered programs** – Certificate or degree programs in which **50 percent or more** of the required courses may be taken as **distance-delivered** courses.

**distance education** – Education that **uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor** and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

1. The internet.
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices.
3. Audio conferencing.
4. Video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

Other definitions for reference:

**correspondence education** – Education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. **Correspondence education is not distance education.**

**hybrid courses** -Many institutions offer hybrid courses in which there is **a mix of distance and face-to-face instruction**. For the purpose of determining whether 50 percent of the courses are distance or correspondence courses, thereby making the program subject to the Commission's policies on distance and correspondence education, an institution should consider that **a course through which the predominance of the instruction takes place through a non-face-to-face modality is a distance or correspondence course.**

**KJ notes: It follows that a hybrid (blended learning) course is one in which up to but not more than 50% of the instruction takes place through a non-face-to-face modality.**