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D.E.C. MEETING AGENDA
February 20, 2018
12:30 p.m. – 2:00 p.m., **LIB 3rd floor stacks conf. rm**

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I.   Call to order/ Introductions

II.   Approval of minutes of previous meetings

IV.   Old Business
          A. Review/approve online course evaluation rubric
          B. Approve minor edits of DEC contract language
          C. DEC guidance on course attendance/participation policy
         D. Fee structure online courses - OK?

"Distance Learning Tuition and Fees
The tuition for distance learning students is the same as off-campus tuition with the addition of
a $50.00 distance learning fee per course that covers telecommunication costs. For more
information call 773/995-2960 or visit our website at www.csu.edu/CTRE" From: p. 61 Graduate and Professional
Academic Catalogue, 2014-2016

V.   New Business
          A. Course Approval: Dr. R. Szyman PE 2363 Motor Learn. and Dev.
          B. Other

III.   Member Reports & Comments
          A. CTRE (N. Grim)
          B. Office Online Instruction & Instructional Technology (M. Sukowski)
                    SARA APPROVAL!; Online curriculum partnerships?
                    (Caped etc.)
          C. Information Technology (P. Shinde)
                    Dell computer update; IT Desk & other support for distance
          learning students
          D. General Education Curriculum Committee (A. Redman)
          E. Graduate Council
          F. University Curriculum Committee
          G. Enrollment Management
          H. Provost's office
          I.   Departments

VI.   Final Remarks
         Next meeting: Move to 4th Tuesday <u>March 27th (Mar. 20 spring break)</u>

VII . Adjournment

Rubric for Evaluating Online and Hybrid Courses
(This is the proposed simplified rubric for evaluating online or hybrid courses.)

This document is prepared by Chicago State University's Distance Education Committee and Office of Online Instruction and Instructional Technology for approving online and hybrid courses for delivery. The form can be printed and used manually, or comments can be added to each section directly inside the digital document.

- **Non-Existent** - Not present, but should be, based on course design and content, or present, but not appropriate for this course.
- **Developing** - Some evidence of this criterion, but it needs to be presented more clearly or better developed.
- **Meets** - Evidence of this criterion is clear and is appropriate for this course. More could possibly be added.
- **Exceeds** - Evidence of this criterion is clear, appropriate for this course, and demonstrates best practices in a manner that models its use.
- **N/A** - Not applicable based on course design and content.

	Non-Existent	Developing	Meets	Exceeds	N/A
Instructional Design					
Structure					
Learning Goals/Objectives/Outcomes					
Course Information/Instructor Contact Information					
Instructional Strategies					
University Academic Integrity Statement					
University ADA/Accessibility Statement					
Use of Multimedia					
Communication, Interaction, Engagement & Collaboration					
Activities & Opportunities					
Organization & Management					
Group Work					
Student Evaluation & Assessment					
Goals & Objectives					
Strategies					
Grades					
Feedback					
Learner Support & Resources					
University/Program Support & Resources					
Academic Support & Resources (Library, Learning Assistance Center/Tutoring)					
Design					

Layout					
Use of media					
Use of images					
Links/navigation					
Accessibility					

Additional Comments:

This form is derived from the Illinois Online Network (ION) – Quality Online Course Initiative Rubric (QOCIR). ION and the Illinois Virtual Campus have taken the lead in developing a quality online course rubric and evaluation system in the state of Illinois. The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state and will support the nation in its efforts to increase the quality and integrity issues that have arisen in some online/distance education offerings.

This following form is proposed as a tool for faculty to use for expedited approval. It provides guidelines for completing the two modules required for changing an existing course to a hybrid or online course. There are modifications that may be required (e.g., there was discussion about whether there should be a notationfor including the syllabus. Mike noted a concern.]

Module 1: Title of the Module
Purpose of the Module:

Objectives (Intended outcome of the module (Performance objectives and measures)	Readings/ Content Presentation (Textbook chapters, videos, PowerPoint, or other readings) *Also include estimated time.*	Assignments/ Activities/ Assessments (Exercises/quizzes/e xams/assessments) *Also include estimated time.*	Discussions (collaboration in the course) *Also include estimated time.*	Application of content learned (The student knows and fully understands the concepts that he/she learned. The students will collaborate with other classmates and the instructor to problem-solve situations in the classroom, in a class project, and eventually in the real world. The students should use what they have learned in class and apply it to their everyday life.) *Also include estimated time.*	Media/ Technology Ideas *Also include estimated time.*