

D.E.C. MEETING AGENDA
May 21, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

- I. Call to order
- II. Approval of minutes of previous meeting
- III. Reports
 - A. Review of Online Education Policies
 - B. Moodle Upgrade
 - C. Online Certification Training
 - D. Online evaluations
- IV. Unfinished Business
 - A. Course Peer Reviews
 - B. DEC/CTRE annual report
- V. New Business
 - A. Online/Hybrid Course Petitions
 - i. HIA 4010 Information Management II
 - B. Hybrid and online courses approval procedure
 - C. DEC officer election results
 - D. 2013/2014 DEC Membership
- VI. Open Discussion
- VII. Adjournment

Next meeting: August 27, 2013 at 12.30 pm in LIB 301

D.E.C. MEETING MINUTES

April 23, 2013

12:30 p.m. – 2:00 p.m.

LIB 301

I. Call to order: 12:40 pm

Present: Miguel Fernandez, Cynthia Valenciano, Omar Headen, Debrah Jefferson, Theo Garth, Alesia Richardson, Mike Sukowski, Kathleen Haefliger, Prashad Shinde, Yvonne Harris, Stephanie Suttles, Rosalind Fielder
Via Eluminate: Janet Grange, Rochelle Johnson, Liz Osika, Janene Marshall.

II. Approval of minutes of previous meeting –from 3-26-13

Corrections: New Business Item B: 3 programs, Physical Education, Tech & Ed, and LIMS – are officially approved. Correct name to Janet Oliver. ITD report Approved with corrections.

III. Reports

- A. Online Education Policies by department (Quintin Williams and Alesia Richardson reporting: Feedback review on policies is tabled until the May meeting. Chairs should submit their online education policies by May 1st.
- B. CSU Guidelines for Proctored Exams (Miguel Fernandez) Faculty Senate approved these guidelines at the April meeting.
- C. CTRE Grants (Michael Sukowski) Received more grant apps this past quarter than entire two previous years—Number of applications plus total dollars, requested equaled over \$300,000, Sukowski had \$159,000 to expend. CTRE also received additional \$\$ from a CSU College, in the amount of \$25,000, and this was expended as well There is an additional \$15,000 to use up to June 30th.

CTRE budget last yr. was ca. \$600,000 – and the new year request is \$700,000.
July 1st, Sept 1st, Dec. 15th and Feb. 15th are the new quarterly CTRE grant cycle dates.
Dr. Jefferson suggested that there be prioritization in awarding grants: for example: 1st applications would receive priority. For the March cycle 45 applicants did not receive an award.

IV. Unfinished Business.

- A. Course Peer Reviews
Committee is reviewing and reaffirmed that the courses will be evaluated only in a pilot mode. Fernandez will send a rubric of the evaluation to all faculty teaching online; the report should be ready for May. It will emphasize that this requirement is in the contract & faculty are evaluating each other in a peer process. Question: What are the consequences if evaluation rubrics are not met, when official evaluation begins in the fall? Evaluation goes to Dept. Chair who can make decisions about what actions to take. It was suggested that a town-hall meeting be held to lay out the DEC rubrics to faculty and respond to questions. Some faculty are now employed ONLY as online teachers.
- B. Awards for Outstanding Online Instructors
Committee will meet & present guidelines in August

V. New Business

A. Hybrid and online courses approval forms and procedure:

This is for Administrative approval; A form was created last Spring (2012), which Fernandez handed out. There was discussion on it. It was felt the form is vague; Fernandez proposed a new accompanying form which provides more information, including rationale for each online course offering. Dr. Jefferson indicated that she needs a procedure that demonstrates to her that the courses have been properly vetted as online courses, etc. Need to establish firm deadlines for each step of the process.

These course schedules are related to yearlong submissions for teaching, which are to be done almost a year in advance. The form needs to certify the faculty request to teach online, and needs sign off of both the Course Designer; and Course Instructor. We need a workflow of form procedures and deadlines and routing (Osika suggested that online courses be marked in a special way in the Catalog). Ideally the form would incorporate a Timetable like the Personnel Action form, or hook the DEC approvals to the Curriculum Committee - including Distance Learning teaching. Garth will develop a list of course being offered online & also list the instructors who have been approved for OCT. This committee will be responsible for ensuring that online offerings in a Dept. are NOT going over 50% -- one good way to have this happen would be to have it triggered in Banner, but a mechanism has not been developed yet for that.

Action items:

- 1) Revise website & add courses & instructors that are approved
 - 2) Post approval of faculty who can teach online on department websites - avoid using CTRE as the focal point. Put this information on the Moodle site.
- B. Nominations for May elections
Miguel will send an email to solicit nominations - due by April 26th.
We will do the voting online by the May meeting (using Survey Monkey).
- C. 2013/2014 DEC Membership -- Let Fernandez know if you wish to continue on the committee.
- D. Required Reports: DEC/CTRE annual report -- Fernandez and Sukowski will be writing it next month.

VI. Open Discussion

Congratulations to Dr. Miguel Fernandez, Dr. Cindy Valenciano & Dr. Tim Harrington and their students on their awards for "Best Presentation" and "Best Paper in the Education Track" on the topic "rural vs. urban education" at the Center for Scholastic Inquiry International Research Conference in Arizona in April 2013.

VII. Adjournment

Motion to adjourn was made by Stephanie Suttles at 2 pm and seconded by Yvonne Harris.

Submitted by,

Kathleen Haefliger, Secretary

Next meeting: May 21, 2013 at 12.30 pm in LIB 301

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DEC Officers Election

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Response Summary

Total Started Survey: 9
Total Finished Survey: 9 (100%)

PAGE: 1

1. Chair	Create Chart	Download
	Response Percent	Response Count
Miguel Fernandez	88.9%	8
Other	11.1%	1
If other, please specify Show Responses		1
answered question		9
skipped question		0

2. Vicechair	Create Chart	Download
	Response Percent	Response Count
Rosalind Fielder	0.0%	0
Janet Grange	66.7%	6
Alesia Richardson	33.3%	3
Other	0.0%	0
If other, please specify		0
answered question		9
skipped question		0

3. Secretary	Create Chart	Download
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3. Secretary	Create Chart	Download
	Response Percent	Response Count
Kathleen Haefliger	55.6%	5
Alesia Richardson	22.2%	2
Stephanie Suttles	22.2%	2
Other	0.0%	0
If other, please specify		0
answered question		9
skipped question		0

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DEC Membership 2013/2014

Appointment Area	Primary	Alternate
Union/CAS	Alesia Richardson (arichard@csu.edu)	Jon Patterson (jpatters@csu.edu)
Union/COB	Janet Grange (jgrange@csu.edu)	Earnst Coupet (ecoupet@csu.edu)
Union/CHS	Quintin Williams (qwilli22@csu.edu)	
Union/COE	Miguel Fernandez (mferna20@csu.edu)	
Union/COP	Jozef Stec (jstec@csu.edu)	Janene Marshall (jmarsh24@csu.edu)
Union/Library	Kathleen Haefliger (khaeflig@csu.edu)	
Union/Continuing Education	Stephanie Suttles (ssuttles@csu.edu)	Nelly Maynard (nmaynard@csu.edu)
Union	Liz Osika (eosika@csu.edu)	
Information Technology	Prashant Shinde (pshinde@csu.edu)	Victor Alexander (valexand@csu.edu)
Graduate Studies Council	Daniel Block (dblock@csu.edu)	
University Curriculum Committee	Kathy Degnan	
General Education Committee	Rosalind Fielder (rfielder@csu.edu) ✓	Tiffany Davis (tdavis46@csu.edu)
Enrollment Management		
Provost	Yvonne Harris (yharris20@csu.edu) ✓	
Provost	Debrah Jefferson (djeffers@csu.edu) ✓	Constance Wright (cwright29@csu.edu)
CTRE	Theodis Garth (tgarth@csu.edu) ✓	Rochelle Johnson (rjohns30@csu.edu)
Student Representative	Enrique Duncan (edunca20@csu.edu)	Lisa Medlock (lmedlock@csu.edu)

FY 14 CTRE Budget: \$636,903.00

Budget by Expense			
Non-appropriated 310411 (Distance Learning) (Paid from student fees for online classes)			Local Income 0403 (Faculty Development) 0411 (Distance Learning) (Paid from state funds)
Services			Faculty & Academic Advising Development
Collaborate 12 (Elluminate)	\$38,339.00		Faculty Programming
Remote Learner (Moodle)	\$19,855.00		Advising Programming
iParadigms (TurnItIn)	\$59,687.00 (for 3 yrs. \$9,500 savings)		Enrichment Grants
Respondus/Study Mate	\$4,190.00		Student Engagement Grants
Smarter Measures	\$2,200.00		Seed Grants
Digital Measures	\$16,000.00		Program Enrichment Grants
SPSS	\$10,873.00		
nVivo9	\$2,000.00		
Wolfram (Mathematica)	\$15,359.00		
	\$168,503.00		\$325,000.00
Office Operations			
Student Workers	\$30,000.00		
Extra Help	\$10,000.00		
Equipment	\$18,000.00		
Instructional Designers	\$50,000.00		
Staff Development	\$25,000.00		
	\$133,000.00		
Memberships			
ION (Illinois Online Network)	\$1,000.00		
POD Network (Professional and Organizational Development)	\$250.00		
FRN (Faculty Resource Network)	\$8,000.00		
CICL (Consortium for Illinois Learning Communities)	\$200.00		
CAFDN (Chicago Area Faculty Development Network)	\$250.00		
ISTE (International Society for Technology in Education)	\$700.00		
	\$10,400.00		
TOTAL	\$311,903.00	TOTAL	\$325,000.00

Workshops

Each semester, the CTRE offers workshops on the technologies used in online teaching. In addition to the technology workshops, sessions have been conducted that cover the pedagogy of why the technologies are used and the different technologies that can be used to meet the needs of the learning styles of every student. As of May 4, 2013, the CTRE offered 92 workshops and attendance for these workshops and special programming was 874.

Special Programming

The CTRE chose *Building the Learning Community* as the theme for the academic year. Special programming events during the academic year included:

- New Faculty Orientation
- CSU's first Adjunct Faculty Orientation
- *Putting the Pedagogical Horse Before the Technological Cart* with Dr. Tami Eggleston, McKendree University
- *Flip, Don't Flop*, with Dr. Michael Garver and Brian Roberts, Central Michigan University
- *Kathy Schrock's Guide to Everything*
- Technology Speed Dating
- Faculty Recognition Ceremony
- Provost's Colloquium

The CTRE also provided the panel for the CSU Assessment Day Workshop. Panelists were from UIC, DePaul, Loyola, and Robert Morris.

CTRE a Leader in Faculty Development

The CTRE participates in many organizations. The director is a board member of the following groups:

- CAFDN (Chicago Area Faculty Development Network)
- SLATE (Supporting Learning and Technology in Education) the Midwest Course Management Users Group and the largest course management users group in the United States

As a leader in faculty development in Illinois and the Great Lakes region, the CTRE's Flip, Don't Flop speakers were also featured at the College of Lake

County, CAFDN (Chicago Area Faculty Development Network, and FSI, (Faculty Summer Institute) for State of Illinois Public Universities and Community Colleges. The CTRE has partnered for faculty development with College of Lake County, DePaul University, Governors State University, Loyola University, Northeastern Illinois University, Northwestern College, and Robert Morris University. The CTRE will lead a roundtable discussion on technologies for different learning styles at the Great Lakes Conference on Teaching and Learning at Central Michigan University.

Upgrade to Moodle 2.3

The CTRE is excited to announce an upgrade to Moodle 2.3 this fall.

- Promotion/announcement to faculty begins May 6th
- Hands-on training begins June 10th
 - Two days per week
 - morning, afternoon, evening sessions
- Version 2.3 rolls out August 26th
 - new look (CSU Branding)
- Faculty have access to current version through August 31st
 - CTRE will keep archive of course content
- Faculty will complete Google form to request course content to be moved to new version
- Student training will begin August 26th

Academic Advising Development

This year the CTRE sponsored 14 workshops, sessions, webinars and activities and attendance reached a total of 237.

The CTRE is also sponsoring advisors to attend the Illinois Academic Advising Association (ILACADA) Conference in May.

Ongoing assessment of the advising program and professional development are key elements of the CTRE's responsibilities.

Technology

The CTRE is working closely with the Math Department and College of Business on several initiatives

- Integrating iPads into the Algebra Curriculum
- Creating an iPad Users Group
- Using peer instruction (PI) and I-clickers to enhance student participation

The CTRE has also provided technology support for the following events/activities/work.

- VITA (Volunteer Tax Program) 2013 tax season
- Library Technology Committee

Daily operations of the CTRE provide assistance to faculty and students regarding Moodle and other course related technology issues.

CTRE and the Distance Education Committee

- Online faculty training (Online Certification Course)
- Student technology training module (S.T.A.R.T.)
- Online policy recommendations for the DACs
- Recommended a proctoring procedure for the university
- Began evaluating course design for online courses
- Establishing guidelines for online advisors
- Adopted an attendance policy for online courses
- Adopted a Mission Statement for Online Education at CSU

CTRE Grant Programs

The March quarter saw the largest number of grant applications received by the CTRE. Over 80 applications were received by the deadline totaling more than \$359,000.00. An additional \$50,000.00 was received from the Office of the Provost and \$23,000.00 from one of the colleges. Grants approved by the CTRE and CTRE Advisory Board for the 2012-2013 year:

- Seed Grants
 - Grants Approved: 8
 - Amount Approved: \$78,904.00

- Enrichment Grants
 - Grants Approved: 187
 - Amount Approved: \$238,605.56
- Student Engagement Grants
 - Grants Approved: 14
 - Amount Approved: \$70,013.75
- Program Enrichment Grants
 - Grants Approved: 2
 - Amount Approved: \$7,500.00

Total amount of grants approved: \$395,023.31

CTRE Staff Development

CTRE staff participated in ongoing professional development offered through membership in several professional associations and conference attendance. Professional associations that the University and CTRE staff belong to are:










- Association for Educational Communications and Technology (AECT)
- Chicago Area Faculty Development Network (CAFDN)
- EDUCAUSE
- Faculty Resource Network (FRN)
- Higher Education Teaching and Learning (HETL)
- Illinois Academic Advising Association (ILACADA)
- Instructional Designers and Curriculum Writers
- International Society for Technology in Education
- MERLOT
- Moodlers Online
- National Academic Advising Association (NACADA)
- New Century Learning Consortium (NCLC)
- Professional & Organizational Development Network in Higher Education (POD)
- Quality Matters
- SLOAN Consortium
- Supporting Learning and Technology in Education (SLATE)
 - Moodle SIG
- Text and Academic Authors Association
- United States Distance Learning Association

Evaluation of Departmental Online Courses Policies

The following policy for evaluating departmental online courses policies is recommended:

- 1) The Departments follow the languages set forth in the current CSU contract (2013-2016).
- 2) Each Department define Distance Education-this should be in line with language from the contract and departmental application criteria's.
- 3) Each department should provide a list of current online course offerings.
- 4) The procedures for the development of new course should be clearly outlined. This should include Curriculum and DEC approval procedures.
- 5) The process of courses being approved should be clearly outlined and include curriculum and DEC procedures.
- 6) Criteria for faculty selection to teach online course within the department should be outlined.
- 7) It should be stated that training of faculty who teach online classes should included a completed or concurrent OCT program.
- 8) The criteria to evaluation online course within the department should be clearly outlined.

The following programs' online course policies were evaluated:

- College of Arts & Sciences
 -  Art and Design/Communications, Media Arts and Theatre (Art and Design)PDF document
 -  Art and Design/Communications, Media Arts and Theatre (CMAT)PDF document
 -  Biological SciencesPDF document
 -  Chemistry, Physics and Engineering StudiesPDF document
 -  Criminal Justice, Philosophy and Political SciencesPDF document
 -  Foreign Languages and LiteraturesPDF document
 -  MusicPDF document
 -  PsychologyPDF document
 -  Social WorkPDF document
- College of Business
- College of Education
 -  Doctoral StudiesPDF document
 -  Early Childhood-Primary and Bilingual EducationPDF document
 -  Elementary and Middle Level Education and Graduate ReadingPDF document
 -  Graduate Programs in EducationPDF document

- Secondary Education, Professional Studies and RecreationPDF document
- College of Health Sciences
 - NursingPDF document
 - Health Information AdministrationPDF document
 - Health StudiesPDF document
 - Occupational TherapyPDF document
- College of Pharmacy
 - Pharmaceutical SciencesPDF document
 - Pharmacy PracticePDF document
- Library & Instruction Services
 - Library and Instructional Services

The programs listed above were evaluated; each program except three addressed the major criteria identified. The two programs will be discussed with the DEC president to encourage the update of their online course policies. In addition, two programs do not offer any online courses and this programs should be assisted in the possible development of online courses.

Areas for consideration/Recommendations:

Of the programs evaluated the majority indicated the percent or number of courses that could be taught online by faculty per semester. This issue may need to be addressed because 1) while departments have the right to determine faculty load of online courses this language is not currently in the contract. 2) The current contract does not address any specific faculty load for online courses. This could be a potential area conflict.

<ul style="list-style-type: none"> • Music • Psychology • Social work 		<ul style="list-style-type: none"> • contractual issues
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