

D.E.C. MEETING MINUTES

October 21, 2014

12:30 p.m. – 2:00 p.m.

LIB 301

- I. Call to order: the meeting was called to order at 12:37 p.m.

Present: Alesia Richardson, Michael Sukowski, Laurie Walter (guest), James Kowalski, Jacqueline Callery, Miguel Fernandez, Rosalind Fiedler, Theodis Garth, Paula Carney, Jozef Stec

- II. Approval of minutes from the September meeting was tabled for the next DEC meeting (November 2014)

III. Reports

A. Online certification training.

Kowalski observed some decline in the enrollment of his current course. Another session with Kowalski as an instructor will begin on 11/17. Sukowski said that special section of OCT devoted to those who will teach online in the spring semester will finish next Friday 10/31.

B. Moodle.

Garth informed that he contacted the representative of remote learning with respect to plug-ins suitable for Moodle 2.5. He also suggested preparing a survey in order to find out which plug-ins should be selected. Additionally, he informed that there is a delay in receiving announcements and news send through Moodle. Sukowski said that he receives emails 1-3 days earlier to his personal Gmail account when compared to CSU e-mail. Kowalski commented that the lag may be due to heavy use of the service on campus. He also commented on difficulty when using Moodle URLs.

C. SLATE conference.

Sukowski announced that the SLATE conference will be held between 10/22 – 10/24/14 at Northern Illinois University. 15 CSU employees (faculty and staff) will be attending this conference.

IV. Unfinished business

A. Appendix G Review.

The revision of Appendix G continues with guest Dr. Laurie Walter. She recommended working on the Appendix G in both directions: updating it and policy changes/new policy making.

Sukowski requested to change “Office of Distance Learning” for CTRE.

Walter inquired if it is worth putting the limit of percentage for online and hybrid course. Sukowski responded that HLC has the answer with respect to this matter.

Fernandez said that there might be a challenge on how to distinguish between fully on-line and hybrid course therefore in one of the previous DEC's meetings was suggested to include a number of percent of the respective course material that has to be taught online so that the course qualifies to be a hybrid.

Laurie indicated that if a course is not hybrid, then this may have implications in fees and course enrolment.

Fernandez referenced the current version of Appendix G where is stated that on-line course contains "significant" amount of electronic/online materials. He also pointed on the fact that HLC does not have language for hybrid course. He added that the online part in a hybrid course should be higher than that in face-to-face course. At this point of time Fernandez made a question whether the DEC should introduce in the hybrid course certain number of % of online teaching or not.

Walter inquired if the online course proposed by instructor that was already approved by the department should be also approved by DEC?

Fernandez answered that DEC reviews and makes recommendation with respect to approval online courses. This is very important from the quality control standpoint.

Richardson pointed on the fact that DEC is rather evaluating the proposed online course rather than approving it.

Walter asked about the necessity to take the OCT by CSU faculty who will be teaching online?

Sukowski answered that this issue has been addressed earlier.

Modifications that were agreed to introduce in the Appendix G:

a) Page 164, I.d. (Course Modalities), point 3 (Hybrid (Blended) Course):

The first sentence has been changed to: "Course materials shall be provided online through the course management system".

The second sentence has been modified to: "Class sessions include a limited number of scheduled sessions on campus, as well as a significant number of sessions comprised of online activities and interaction with no requirement to physically be on campus to be determined by the faculty member in consultation with the department chair and DEC".

b) Page 168, V.b. (Assignment to teach a distance education/Internet courses shall be based on)

Fernandez suggests including here OCT certificate. Walter, on the other hand, suggests to leave it 'as is'.

c) Page 169, V.g.

Richardson brought to the attention that the maximal number of students in the online class is 25 whereas she is constantly having class of 40 students. Walter indicated that such situation should involve extra compensation for the instructor (more CUEs). She also indicated that the limit of 25 students might be set up for the benefit of the class and quality of teaching. After that, Walter cited a paragraph from Appendix F which states that additional compensation for the faculty starts when the class counts 41 students or more.

The revision of the Appendix G was stopped at point V.g.

B. Course Peer Evaluation.

Richardson requested that no peer evaluations take place over the summer.

C. DEC Awards Subcommittee.

Fernandez recalled that DEC is aiming at awarding the best online instructor therefore an *ad hoc* Awards Committee was created. Chair of this committee is Jozef Stec and the members of the committee in response to “call to volunteer” to this committee are: Miguel Fernandez, Paula Carney, Michael Sukowski, and James Kowalski.

V. New business

- A. Online course approvals – Approval of POL 3350 Comparative Government course. Doctor Philip Aka was present for this part of the meeting. He began by introducing himself and providing his experience in online teaching. Subsequently he gave a concise background of the proposed course. Dr. Aka stated that this course will be taught online for the very first time. However, this course was taught in a traditional classroom (face-to-face). Two modules of the course were posted in Moodle so that the DEC members had the opportunity to review them prior to this meeting. The modules included PP slides, PDF files and examples of quizzes. James Kowalski commented that the syllabus of the course is very clear and informative in terms of course expectations and assessment. One suggestion was made to change “Office of Distance Learning for CTRE”. Miguel Fernandez commented on including online office hours. Mike Sukowski commented that he usually includes online office hours, virtual office hours, e-mail as well as time that students can contact him via phone. Theo Garth suggested including in the first module a picture of the front page of the course book due to visual purposes.

Sukowski made a motion to approve POL 3350 as an online course. Motion seconded by Richardson.

VI. Open Discussion. None.

VII. Adjournment. Motion made by Fernandez at 1.58 pm, motion seconded by Fiedler.

Respectfully Submitted by
Dr. Jozef Stec
DEC member