

D.E.C. MEETING AGENDA
December 15, 2015
12:30 p.m. – 2:00 p.m.
LIB 301

I. Call to order 12:35 pm

Attendance: M. Fernandez, M. Sukowski, J. Jackson, K. Mukherjee, T. Garth, P. Carney, E. Arnott-Hill, N. Sanders, Ted Hampton, K. Haefliger
Guests: Brenda Pruitt-Annisette, Alfreda Beth, Saleem Abuleil, Khalid Alsamara

II. Approval of minutes of previous meeting -- Approved: with attendance supplement

III. Reports

A. Moodle Updates:

Theo Garth: Helping with faculty grades currently. The grade book has a learning curve; suggest they do a workshop (online) – and use tips/screenshots/faq's. Contract with Remote Learning was approved; Vendor should be paid soon.

B. Course Approval Ad hoc committee: An online course survey to evaluate their courses. was done in Survey Monkey. For Sera requirements; to assess our fully online components Dr. Joni Jackson asked if we had a survey assessing rubric.

C. Peer Review Ad hoc committee: Alesia Richardson suggested that we must come up with a plan that will get more varied faculty to have their classes assessed. Hopefully we would have more courses to assess.

IV. Unfinished Business

A. New online programs approval. Drs. Carney & Arnott-Hill: Submitted a new draft document – like a required checklist that will coordinate all aspects of proposing a new program. IBHE has new more rigorous requirements. Reorder this document to emphasize basic questions of need: -- which would DEC need to address – what portions can be handled by other offices in the Univ. Review & think

V. New Business

A. Online Course Approvals

- BIL 4350/5350 Methods and Materials for Teaching English as a Second Language (Dr. Fernandez) Presented both classes:
<http://csumoodle.remote-learner.net/course/view.php?id=9870>

Intended for students that cannot attend in person; In this course students explore Moodle and do some activities; Two basic assignments each week--
1) Discussion forum—with expected responses 2) based on the content of the week

- BIL 4720/5720 Evaluation, Assessment and Testing in Language Minority Education (Dr. Fernandez) <http://csumoodle.remote-learner.net/course/view.php?id=9869>

KH proposed approval of both classes; Dr. Jackson 2nd; APPROVED

- H SC 4423 Introduction to Environmental Health (Dr. Beth)
<http://csumoodle.remote-learner.net/course/view.php?id=8997>

Fernandez commented that online class components are missing. As presented it still seemed like a face to face type class, ; needed more opportunities for online interact with and among students. Need more evidence of student engagement. An online class needs to list when you have online office hours. Online discussions with requirements of participation for discussion are needed. It was suggested Prof. Beth work with CTRE. and re- present again after adding more to the online components.

- PUBH 5112 Environmental Health and Safety (Dr. Beth)
<http://csumoodle.remote-learner.net/course/vicew.php?id=8618>

Motion: Fernandez proposed, Jackson 2nd, that Dr. Beth to work with CTRE to develop the online components and present again. Passed.

B. Hybrid Course Approvals

- LIS 5170 Methods of Instruction for School Librarians (Dr. Pruitt-Annisette)
<http://csumoodle.remote-learner.net/enrol/index.php?id=9861>

Jackson moved to approve – Sukowski 2nd -- APPROVED

There was a need for a course that shows students in the School Library program how to deliver teaching utilizing a library. Emphasis on information access skills- the learning of research skills. Without this class candidates are not ready for NTPA. Dr. Jackson suggested adding an introduction about why this course is needed.

C. Online and Hybrid Course Approvals

- INSY 3200 Business Problem Solving (Dr. Alsamara)
<http://csumoodle.remote-learner.net/course/view.php?id=9852>
- INSY 3250 Business Website Development (Dr. Abu Leil)
<http://csumoodle.remote-learner.net/course/view.php?id=9854>
- INSY 4470 Client/Server Development (Dr. Alsamara)
<http://csumoodle.remote-learner.net/course/view.php?id=9853>
- INSY 4480 Ethics in Information Technology (Dr. Abu Leil)
<http://csumoodle.remote-learner.net/course/view.php?id=9855>

Drs. Alsamara and Leil presented their restructured courses; especially the beginning of each course was revised based on suggestions of the DEC.

Dr. Jackson-- Motion to approval all 4 courses; 2nd Haefliger -- APPROVED

VI. Open Discussion

M. Sukowski: FYI – Provost asked CTRE to train Prof. advisors for online -- virtual advising . (Starting with virtual training). To facilitate these efforts Ms. Tenell Edinburgh was transferred back into CTRE -- Training will begin Jan. 21st or later.

Definitions will be forthcoming. There is the concern about how do you verify that the online student is actual the person filling out the forms and taking the class.

SLATE's annual December meeting at CSU will take place on Dec. 16. The topic is on Open Educational Resources for students. The American Library Assoc. had a sponsored session on this hot topic in the fall; In March M. Sukowski, and Profs. Gabrielle Toth and Charlene Snelling of the library will be sponsoring a workshop/event on this initiative to the CSU community.

VII. Adjournment 2 pm

Next meeting: January 19, 2016 at 12.30 pm in LIB 301

Submitted by

Kathleen Haefliger
Secretary
Distance Education Committee