

D.E.C. MEETING MINUTES

Jan. 19, 2016

12:30 p.m. – 2:00 p.m.

LIB 357

I. Call to order 12:40

Attendance: E. Arnott-Hill, A. Canalini, P. Carney, F. Carroll, J. Chen, M. Fernandez, K. Haefliger, J. Jackson, K. Mukherjee, A. Richardson, B. Rowan, N. Sanders, M. Sukowski,

Guests: Dr. Patricia L. Steinhaus

II. Approval of minutes of previous meeting. -- Approved with correction to Dr. Arnott-Hill's name.

III. Reports

A. Moodle Updates:

Sukowski reporting for Garth -- Upgrade to CSU/Banner- has been kicking students/faculty out of their courses. Auto-enrollment is working better. In December, Theo had to manually enter students and spend 6-8 hours a day on this task. Turn-it-in should be working—renewal contract effective as of Feb. 17th, with the provost's and or/ president's signature. Contract cost is approx. \$25,000 for our student enrollment figures. Any problems, please contact CTRE/ Theo Garth.

B. Course Approval Ad hoc committee: An online course survey to evaluate courses was sent via Survey Monkey. We need to do this to fulfill SARA requirements -- to assess our fully online components Dr. Joni Jackson asked if we had a survey-assessing rubric.

C. Peer Review Ad hoc committee: No Report

D. OCT—starts today—only 1 person registered today: but offered every 8 weeks

IV. Unfinished Business 1-19-16)

A. (New online programs approvals)

Drs. Carney & Arnott-Hill had submitted a new draft document – like a required checklist that would coordinate all aspects of proposing a new program. They would like this adopted. IBHE has new more rigorous requirements, and the checklist would keep track of them. Drs. Carney & Arnott-Hill reordered the document to emphasize basic questions of need; those which would DEC need to address.

They provided the draft at the December DEC, but so far no comments have been received. Paula Carney suggested that committee try piloting this program. Psych has lots of online courses, but not enough faculty to consider it becoming a total online program. Bilingual Ed—(per Fernandez) would like to volunteer—the TESOL program.

Fernandez made a motion to approve – Haefliger seconded; Motion carried with 1 abstention.

B. Course Peer Review

Three faculty have volunteered to have their online class reviewed. Two instructors are members of this committee; only one faculty outside of the committee volunteered. How can we proceed is the question now? We will ask chairs to propose courses to be reviewed, and also ask them for further suggestions on how to fairly do these evaluations. Questions to address include 1) who evaluates Programs that are fully online? For portfolios teaching faculty ask colleagues and friends for reviews, but what other reviews are needed and by whom?

Bernie Rowan stated that there needs to be a DEC policy, which is correlated (related) to expectations of HLC. We need to develop consensus on course peer reviews. It is a requirement of HLC to report on our 3 online programs. He suggested we seek advice and suggestions of the participants themselves. We need to expedite this process. Fernandez will set up a meeting involving many faculty and administrative staff. Members could have this function like assessment -- reviewing one course – related to ION rubric. It was mentioned that to review a course can take approximately 4 hours because of the 30 pages of requirements specified in ION. In setting up a review committee make sure there is representation from the senate on the committee.

- C. Mr. Thornton Holt contacted DEC via Miguel Fernandez. His company “Nexsteps” is offering non-credit online classes for training. DEC decided to refer his solicitation to Dean Maynard –as these are non-credit continuing education type training programs.

V. New Business

A. Online Course Approvals -- Hybrid course.

- ECEE 5462 Field Practicum Dr. Patricia Steinhaus)
This course was developed in Fall 2015. Students in the course are in a practicum. They need to reflect on field experiences. Interactive components include discussion, related to the text readings, plus reflections of field experiences. The rubric for evaluating contributions is posted in the syllabus. There are 16 class sessions, with approx. 65% online. Students meet face to face 5-6 times during the semester.
Motion to approve ECEE 5462 – as Hybrid – Canalini made the motion; 2nd by Mukherjee Motion passed and course is APPROVED.

VI. Open Discussion

Follow up regarding CSU professional advisers. The professional advisers are being trained online. Then faculty, then administration and deans, etc. as individual groups will all be offered the online training.

VII. Adjournment 1:20

Next meeting: February 16 at 12.30 pm in LIB 301

Submitted by
Kathleen Haefliger, Assoc. Professor – Music & Perf. Arts Librarian
Secretary
Distance Education Committee