

D.E.C. Minutes
September 15, 2015
12:30 p.m. – 2:00 p.m.

LIB 301

Call to order:

Miguel Fernandez, DEC Chair called the meeting to order at 12:35 pm and had all present introduce themselves to the group:

Attendance: Cecily Wilson - CMAT- Rep. Gen Ed., Bernie Rowan - Assoc. Provost, Miguel Fernandez, DEC Chair, Mike Sukowski, CTRE- Ericka Williams - Business, Nate Sanders – Enrollment Management, Floyd Carroll – student rep. , Theo Garth – CTRE- Rep. Moodle/campus, Alesia Richardson – CAS – Union; Jan-Jo Chen – UCC, Kathleen Haefliger, Library-Union and DEC secretary.

Fernandez: Welcomed all present and reminded them of the DEC Mission: Members represent Distance Education and follow Appendix G—(Union Contract) – used as guide to follow in presenting distance education for CSU. Work to ensure there is an effort to maintain standards and quality -- Over the past several years DEC implemented OCT – (Online Certification Training). CTRE also has an advanced course. We implemented an approval process whereby faculty demonstrate their mastery of being able to offer the course via the best online methods. We use ION (Illinois Online Network) rubrics to evaluate distance education offerings. The DEC meets every 3rd Tuesday of the month; next meeting 12:30 on Oct. 20th.

Minutes Approval: September 15th minutes approved with two corrections

Membership: only Student rep and Union-CHS are not filled at this time. Members were urged to get an alternate to represent their area, in case someone needs to miss a meeting.

Reports:

Moodle Update: by Theo Garth: Moodle was updated to 2.8 over the summer. He is also finalizing a switch over to the new conference tool Big Blue Button from Blackboard Collaborate This is not yet complete. Garth is working with the ITD dept. to clean up enrollment lists;

The Univ. Admin. had asked faculty if they would enroll students that got “dropped” from Moodle into their classes. The CTRE (Moodle administrators) cannot remove from the system; only ITD can remove a member (student). This raised a procedural/process issue during enrollment this fall. Faculty can manually enroll a student in their online course, but some faculty protested that this is not a UPI 4100 Contract requirement. Take away: Issue of who is responsible to handle this is fuzzy at this time.

Moodle gets automatic updates from Banner (every 30 minutes). Info can be sent to CTRE, who will forward to ITD for adding. Student must demonstrate (via receipt/registration copy) that they are registered and should be added. Sukowski does NOT have Banner access.

Garth will provide the number of online courses being offered/enrolled for next meeting.

IV: UNFINISHED BUSINESS'

DEC Website Update

A The updated Calendar for the year ; plus minutes agenda are posted. Check on the website for any new ideas, suggestions and forward to Fernandez.

B: Fernandez posted the Online & Hybrid Course Approval Process: on the Website.

Briefly it outlines what a faculty member needs to do to receive a Moodle Shell for an online course. (Using a Google Doc. Form) Link to the form needs to also be submitted to Deans, DEC. etc.

The website also details the deadlines for submitting the Module requests for course approvals.

C: Fernandez also created and posted a beta survey for online faculty. This is a working document, which was sent to the DEC membership. He is soliciting suggestions for revising/making it more concise. The intent is to send it out to all faculty as there is a real need for feedback from the faculty. This could be a Research project (get IRB approval). Several faculty could develop – and then publish the results.

D: Guidelines for Online & Hybrid course approvals: Subcommittee needed to revise those guidelines—

We ask each candidate to create two modules on Moodle: This is not clearly defined in our present guidelines; thus it is felt that we need a new set of guidelines: (If faculty have taken OCT—or are currently doing so, the final assignment is to create these same or similar modules. It is noted that from a survey of SLATE members, 102 members provided the feedback that in other Universities faculty are required to create/submit their entire course!

Fernandez put out a call for subcommittee members. Mike will send the Design Copy to membership.

E: Checklist

A checklist of all the submissions and documents required to get a Distance Education course fully approved and online is needed – and it must include which offices need to receive the documents and approvals.

V: New Business

A. Process for Approving online programs—tabled to October.

- B. Course Peer Review plan- 2015-16 – Fernandez asked for volunteers of faculty who wanted to have their courses reviewed. Only fully online. Not Hybrid—using the ION Rubric. Need to come up with a plan; cannot just look at anybody’s courses- due to Contract restrictions. We definitely need to have a mechanism for review. (In the past- a total of 8-10 have been reviewed—each individual reviewed approx.. 2 courses- and reported results to the committee-based on ION principle.)

Professor Nate Sanders – suggested that there be a location/place within the Moodle course log-in for student’s to provide an evaluation and feedback -- even while the course is being offered. To report problems/issues with learning from the Distance Education experience. Discuss with Dean’s Chairs and possibly to get approval through Academic Affairs Committee. (Nate felt that if we could use this tool to upgrade our offerings, it could lead to greatly enhanced enrollments and a reputation – of CSU as a excellent Online school which could lead to increased enrollments and retention).

Sukowski said he also is soliciting faculty to serve on a committee to send out a survey to ask approx.. 20 students about their Online course experience; this survey is being developed and offered in part to fulfill HLC requirements.

Fernandez will talk with Dr. Osika who maintains the Online Course evaluations. Trying to get an evaluation that will be not just content or presentation related, but focused on how successful and easy were students able to do their classes in an online environment. Fernandez will contact Dr. Osika to see how the present survey can be adapted to evaluation of the Online modules.

OPEN DISCUSSION:

Update Mike Sukowski - CTRE is partnering with Governors State, Northern, and Northeastern to offer Library Services and faculty development opportunities – Memo of understanding is being forwarded. This consortium will be called the “Scholarly Integrity Consortium” – (registered domain name). Faculty will be able to attend workshops on one of 4 campuses—or asynchronously—or recorded (Webinar). The other 3 institutions’ have separate entities for Faculty Dev/, and Distance Learning. This group is planning a Week-long series of events to feature “Open educational resources.” – Charlene Snelling, Reference Coordinator is a member of the committee from the library. A goal is to point to other ways to help our students save \$\$ from the expensive textbook fees charged, by using Open educational Resources

Adjournment The meeting adjourned at 1:45 with a motion by Garth, and second by Professor Wilson.

Prof. Kathleen Haefliger - DEC secretary, 2015-16