

Chicago State University
DISTANCE EDUCATION COMMITTEE

Minutes

April 16, 2019

Gwendolyn Brooks Library - Deans Conference Room

I. Call to order 12:36 pm. Present: Karel Jacobs, Chair, Jan Jo Chen, Philip Cronce, Theodis Garth, Nancy Grim, Gabriel Gomez, Rochelle Johnson, Suzuko Morikawa

II. Approval of the minutes of the previous meeting, January 22, 2012. Thoughts regarding previous DEC meetings were asked from the members who were present. No corrections were suggested. Minutes will be recommended for approval pending adjustments by voting members who are not present.

III. New Business

A. **Course Presentations:** Dr. Morikawa presented HIST 1710.51(Introduction to Latin American History) for approval for adaptation to the online environment:

- 1) Dr. Morikawa took suggestions from last presentation regarding
 - a. adding colors to the course and,
 - b. increasing font size (Best practices /ADA compliance).
 - c. Updates to syllabus
 - d. Online communication and office hours (Skype)

*HIST 1710.51 is recommended for approval pending (online) review from members who were not present. *Recommend non present members vote by next Tuesday April 23, 2019*

IV. Reports

B. **Center for Teaching and Research Excellence (CTRE)**

- 1) The position for Director of the Center for Teaching and Research Excellence will (has) been posted.
- 2) CTRE and Office of Online Instruction (OOI) has been merged again.
- 3) At some level there will be a vice provost of Innovation Design which will have oversight of CTRE and Learning Assistance Center (LAC).
- 4) May bring academic computing back under Library Information Services.
- 5) Discussion centered around the merging and separation of CTRE and Office of Online Instruction and the functions of obtaining grant money for research.

C. **Information Technology (IT- not present)**

D. **Graduate Council (not present)**

E. University Curriculum Committee (UCC)

- 1) No report.

F. **Enrollment Management**

- 1) Suggestion to request to have a member from their department participate in DEC.

G. **Office of Online Instruction (OOI)**

- 1) Discussed the recent issue with software contracts and the delay with getting them pushed through the administration process.
- 2) Discussed issues having with customer service and who will assist us with IT issues now that Prashant will no longer be with us.
- 3) Dr. Jacobs suggested that we create a checklist of things that the DEC can ask for help with from IT. (ex. What is not working and if we need to change vendors etc.)
- 4) Suggested that faculty who teach online and hybrid courses be surveyed on which online synchronous tool they prefer to use.
- 5) Survey instructors to see what tools to use for online synchronous sessions (Big Blue Button, Zoom or other software).

V. Old Business

- 1) **Template:** Rochelle developing a uniform template to offer online instructors to use in the Fall. Dr. Grim suggested that it be made available to everyone. Suggestion to make a video on how to import the template to your course. Will ask committee if there are any more suggestions.
- 2) There was a discussion regarding updating the language and changes that need to be made in **Appendix G**. Since there was not much feedback from the committee on the language and only 4 people voted, Dr. Jacobs gave minor edits, those which do not need to be bargained to the Union president (Dr. Deborah Lynch). There was a discussion on the bargaining process and how it functions between faculty and administration regarding Appendix G. Question: if it is more than minor edits and if the document should be negotiated. The question is if it is too late to make those edits to both documents. As a committee there is not time to make those changes.
- 3) By laws – Suggested that edits to the by-laws should happen first and then changes to the definitions that are aligned with HLC definitions should happen next. Dr. Jacobs will forward changes to all committee members. Suggested changes include: Making OOI voting members. when should faculty be removed from the committee, how many times committee should meet, how to determine when there is a quorum. Suggest that work on after classes have concluded. Suggested to have a cleaned up document at next meeting.

VII. Final Remarks

- 1) Contract – Committee members have limits for service 3year/2 terms. Secretary and Vice Chair have to be selected at next meeting. Members who were present asked who wanted to continue as chair. Voting members will be able to send proxy as their vote.
- 2) Suggested that members read by laws and contract. If any member participated less than 50% than “Provost” is notified by “chair” for replacements.
- 3) End of year DEC report is due.

VII. Next Meeting: 3rd Tuesday (May 21, 2019) due to summer break meeting date was changed to May 15, 2019 at 12:30pm in the Gwendolyn Brooks library – Room 301

VIII. Adjournment