

Distance Education Committee Minutes  
(DEC)  
April 22, 2014  
12:30 p.m. – 2:00 p.m.  
LIB 301

Attendance: Jozef Stec, Paula Carney, Alesia Richardson, Quintin Williams, James Kowalski, Robin Hawkins, Garth Theo, Paula Carney, Mike Sukowski, Miguel Fernandez, and Kathleen Haefliger

1. Call to order: The meeting was called to order at 12:41pm by Miguel Fernandez
- I. Approval of minutes of previous meeting:  
The minutes were approved by a motion of several members, and 2<sup>nd</sup> by same.
- II. Online Course Approval
  - A. NURS 5142 Advanced Pathophysiology  
NURS 5142 was presented by Dr. Ade- Oshifogun- The course was unanimously approved with positive feedback.
  - B. POL 3270 Politics of Latin America  
POL 3270 was presented by Dr. Aka- the course was unanimously approved by the committee with positive feedback
- III. Reports
  - A. OCT and OTE  
OCT current section is closing. A new section will begin on May 12<sup>th</sup>.  
OTE was completed by one group of faculty, and a new section will begin June 7<sup>th</sup>.
  - B. Distance Learning Planning Tasks
- IV. Unfinished Business
  - A. Course Peer Reviews. Next Steps  
Dr. Grim will be meeting with her Committee for the Course Peer Review. Next meeting is Apr. 23, 2 pm
  - B. Awards for Outstanding Online Instructors  
Rosalind Fielder not available today but is part of the group working on awards for Online Teaching. It will not be feasible to establish the awards for this year, but we plan to have everything in place to award them next year's Spring Semester
- V. New Business
  - A. Definition of Hybrid and online courses

Definition of Hybrid & online—needs to be codified by this committee. And DEC members will be invited to start this dialog and process. HLC needs this

B. Use of Moodle and CSU Technologies in Moodle

Question about an acceptable use of Turn-It-In occurred recently. A faculty member tried to submit not a student's writing, but a staff member's writings without their permission, by adding the staff member's email address to their course—ostensibly to practice using "Turn-It-In." We have a policy for use of Turn-It-In and other Peripheral Technologies, and proper use of Moodle. The Director of CTRE is the only one with exception who can allow someone not part of a class to "observe" the materials, documentation, and teaching online docs in Moodle. If a student registers a complaint – then Sukowski, as head of CTRE, will go into the online classroom to observe. Only Sukowski can allow other administrators or himself to log-in "for the good of the University, and/or students." Only few faculty know how to run a report to see who is going into their course. Sukowski will only go online to look at the online classroom after he has notified the instructor. "There is a "Chicago State Univ. Course Management System and Teaching Usage Guidelines" (There is a DEC approved chart related to who can get access and for what purpose). Which was adopted from the CSU Computer Usage policy.

Miguel will send the CSU Course Management System document to committee members for their comments and recommendations.

VI. New Business

A. Definition of Hybrid and Online Courses:

This needs to be codified by this committee. And DEC members will be invited to start this dialog and process. HLC needs this.

B. MOOCs

Massive Online Open Access Courses. We need to consider impacts and arrangements before we could start this type of online courses. One interested CSU faculty inquired about whether CSU could establish such a course. Issues related to our use of Moodle – and capacity and costs need to be addressed before we could establish any MOCS.

C. Nominations for May elections

Miguel will conduct these electronically – via Survey Monkey. Chair, Vice-Chair, and Secretary are the positions being voted on. Electronic ballot will allow all members to offer nominations and vote

D. 2014/2015 DEC Membership

Miguel went over the membership categories, and will seek to ensure that each type of required representation has a membership for next year

E. Required Reports

i. DEC/CTRE annual report"

DEC/CTRE annual report which goes to the Provost will be jointly written by Fernandez and Sukowski in the next month or so.

VII. Open Discussion

Mike Sukowski thanked everyone for all their hard work.

VIII. Adjournment

Last meeting of the Academic year will be May 13<sup>th</sup> – at 12:30 - same time and place. Motion to adjourn at 2:02 pm: Made by Paula Carney, second by Alesia Richardson.

**Next meeting:** May 13, 2014 at 12.30 pm in LIB 301

Respectfully submitted,

Kathleen Haefliger, Distance Education Committee Secretary