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DISTANCE EDUCATION COMMITTEE
MINUTES
August 28, 2012

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PRESENT: Miguel Fernandez, Chair; Janet Grange, Vice-Chair; Rochelle Johnson, James Kowalski, Michael Sukowski, Theo Garth, Kathleen Haefliger, Secretary
Via Elluminate: Janet Marshall, Debrah Jefferson

CALL TO ORDER
The meeting was called to order at 12:50 p.m.

READING OF MINUTES
Minutes of the June 12th meeting were approved with the following correction: **HLC master's programs, If programs successful, pending HLC approval.**

Reports:
BUDGET: Mike Sukowski reported that the budget year started with $524,971.00 for Faculty Development and Distance Education. $317,988 for Distance Learning includes $77,000 from State Budget, and non-appropriated fees paid by students when they enroll in Distance Learning courses. Most funds go to the renewal of software licenses: Moodle, and Turn-it-In. New software: Dept's are requesting CTRE to purchase software, so far the response has been "no," since CTRE cannot support requests not intended for online course support. These requests have been referred as more appropriate purchase within a Department, or through IT – Requests must be directly related to Distance Learning. As an aside: Last year, we did not spend the entire last year's budget.

Online Certification Training Course: (OCT) for faculty DE instructors - Sukowski report:
52 have completed the Online Certification Training
23 in progress (since Jan. 2012)
25 were given incompletes
(Some of these faculty are however, teaching Distance Ed. Courses), even though they have not completed the OCT.

A new session starts Sept. 4th – including for 6 new faculty members who were hired to teach online only. Appendix G of our Contract requires faculty to complete this courses before, and/or concurrently while they are teaching.   It was proposed that either Sukowski, and/or the Provost need to send a memo to remind Dept. Chairs that they cannot just create such courses and hire faculty, without having the faculty certified. Request that Debrah Jefferson, as contract administrator, send this memo.

Students Technology Certification-- online version – report from Rochelle Johnson.
Students are offered this free instruction course. The six Freshman Seminars classes are enrolled in this program for Fall Semester.

Distance Education Reports – from Deans/Chairs:
So far, six reports have been received by Sukowski Chairs and/or Deans were requested to submit such reports on their Distance Ed. Policy for web-based courses. The reports cover which courses in a Department or Unit will be offered via a Distance Ed. module etc. as specified in Appendix G. —Depts. who have already submitted are: Library & Instruction Services, Dept. of Nursing, Doctoral Studies in College of Ed., Psychology, Honors College, and one additional department.

It was reiterated that DAC's need to have a statement regarding how they are handling DE courses; we will follow through later in the fall.

Moodle—(start of semester): Initially at the start of the semester new students could not see their Moodle courses. Victor Alexander in IT is working with CTRE to fix the problem.   Working with "remote learner" to update with Blackboard Collaborate.

CTRE- Faculty & Student Workshops (James Kowalski)
New faculty orientation went well, CTRE a great help; There will be an Adjunct Faculty Dev. Day (Sept. 22, Sat). Sonya Ratliff is working on this.

CTRE is offering a New Series of Faculty Development all day events: entitled: Building the Learning Community Series: First event is: Tammy Eaggleston from McKendree College on Sept. 19th – speaking on "Technology & Pedagogy." On Nov. 28th, & 29th we will have a two day series on Flipping classrooms. The idea is to have students *get* content (go over content, read, review) before class, and have the discussion in class.   TechSmith will showcase software tools to help in Flipping.
On March 20th, 2013, Prof. Kathy Schrock will showcase her work.

Unfinished Business:
   A. 2012-2013 DEC meeting schedule: We will meet the 4th Tuesday. 12:30 – 2: pm. Miguel would
       like to be able to get our meetings recorded on the University's coordinated calendar.

   B. Online Course Review Standing Committee: This was established last spring and membership
       assigned. The group has not met yet. Training materials are available: , Fernandez, John
       Pattterson, Liz Osika, R. Johnson and, M. Sukowski constitute the committee. Yet to be
       determined is which courses are going to be evaluated, as not all will be evaluated.

   C. DAC Review Committee: On hold: still waiting for Grievance resolution.
        Steve Rowe is chair:
   D.   Online Attendance Policy in Distance Education Courses: Reminder of how to follow
       procedures: Give an assignment that must be responded to online during the first week of the
       semester to verify student attendance & presence. This procedure was submitted by the Provost
       to the Board of Trustees for their approval.
   E. DEC Membership: There should be 15 members:
       Miguel sent around a membership roster: The union rep. from CAS is Dr. Alesia Richardson;
       Currently, no one is representing the College of Health Sciences.

        Miguel Fernandez proposed that there be a CTRE representative, since the CTRE is the
       department that implements DEC policies. We will need to revise the bylaws to effect this
       change, as well as revise bylaws to create a student representative.
       His Motion: To include a CTRE and student representative as voting members of the DEC,
       which will increase the membership from 15 members to 17 members. Dr. Jefferson seconded it.
       Motion was approved, and Theodis Garth was accepted as the CTRE voting member.

       The rest of agenda was tabled to Sept. meeting.

Open Discussion:
Try to get the Admissions/withdrawal policy to not require students to come on campus to withdrawl from a class.

Adjournment: Fernandez moved to adjourn the meeting, 2nd by Haefliger. Meeting ended at 2:03 pm.