

DISTANCE EDUCATION COMMITTEE
December 13, 2011 MINUTES

The meeting was called to order at 12.35 pm. Nobody was attending the session online.

Members present: Grace Adams, Rosalind Fielder, Debrah Jefferson, Barbara Price, Sonya Ratliff, George Williams.

- Approval of November 8, 2011 DEC meeting minutes. Motion by Debrah Jefferson, seconded by Grace Adams, to approve the November 8, 2011 DEC meeting minutes with editorial change..
Motion carried unanimously

Reports

- A written report from Mike Skowski :
 1. Status of M.O.U.s. The Provost has approved proceeding with the M.O.U.s. Mike Sukowski will keep the D.E.C apprised of progress.
 2. Mike is awaiting approval of the Departmental Distance Education Policy Template by the D.E.C.
 3. Mike has provided the roster and email addresses of Administrators, Deans, and Chairs.
- Dr. Osika was no present to present but emailed her report of Student Evaluations later:

The period of time for students to complete their course evaluations ended at midnight on Monday, December 12. I am very pleased to announce that we had a 49.95% response rate from the students.

Instructors will receive a message from Digital Measures tomorrow morning stating that they are now able to access and print their reports online.

To access Digital Measures go to <https://www.digitalmeasures.com/login/csu/faculty/> and enter your CSU Username and Password. Please follow the attached directions for creating the reports.

If anyone would like assistance in running reports or have questions about the process, please stop by LIB 301 at one of the following times:

Wednesday, 12/14, 3:30 pm

Thursday, 12/15, 11:00 am or 3:30 pm

Friday, 12/16, noon or 2:00 pm

I will also be sending a survey out to all asking for feedback on the process.

There are some things that I know I what to change but would like input from

each of you. Once received, I will generate a final report on the pilot that will be shared with everyone involved.

Thank you for your patience and support with the pilot. I am pleased with the results so far and look forward to this next stage.

- Technology Literacy report was presented by Sonya Ratliff. The T. L. module will be available shortly in the DEC org website and will be inserted in each online Instructor's list of courses in Moodle.
- Information Literacy report was presented by George Williams who described the location of CSIT which is the I.L. module and asked for member evaluations. He is recommending based upon the D.E.C. members evaluation that a sub-committee be created to both evaluate CSIT and if necessary design a new Information Literacy module.

Unfinished Business

- The committee reviewed the Online/Hybrid course approval process. A line will be inserted for both signature and date of persons involved in the approval process. A motion to approve the Online/Hybrid course process was made by Barbara Price and seconded by Debrah Jefferson. The motion carried unanimously
- The Committee then reviewed the Departmental Distance Education Policy DAC template and made changes. The final version is posted in Documents in the DEC website and is awaiting final editorial comment by Rosalind Fielder. A motion was made by Debrah Jefferson and seconded by Barbara Price to approve the Departmental Distance Education Policy subject to review of changes by Rosalind Fielder and George Williams. The motion carried unanimously

New Business

- The Committee commented upon the University-wide calendar of meetings and events and the difficulty in finding the calendar on the CSU website. Also, the Committee discussed the lack of cooperation of University Committees in posting meeting schedules and reserving meeting locations.
- A discussion on cancelation of online courses by department chairperson was tabled.
- Attendance policy for online courses: following discussion, Barbara Price volunteered to formulate a recommended policy for determining attendance/participation in online courses. George Williams will work with Barbara, and all members are invited to contribute their ideas to Barbara.

Open Discussion

- Due to time constraints Open discussion was not held.

Adjournment

At 2:50 Barbara Price moved adjournment seconded by Rosalind Fielder. The motion was carried unanimously.