

## D.E.C. MEETING MINUTES

December 16, 2014

12:30 p.m. – 2:00 p.m.

LIB 301

- I. Call to order: Meeting called to order at 12:40pm.

Present: Michael Sukowski, Miguel Fernandez, Quintin Williams, Kathleen Haefliger, Rosalind Fielder, Alesia Richardson, Jacqueline Callery, Liz Osika, Jozef Stec.

- II. Approval of the minutes from the November meeting tabled to next meeting.

- III. Reports

A. **Moodle Update.** No Moodle Updates

B. **SLATE.** Fifty five people will be in attendance at a SLATE meeting being held on CSU campus. Sukowski and Callery will be presenting on hybrid course design.

- IV. Unfinished Business

A. **DEC Awards.** Hybrid course award. Currently there exists no way to evaluate the award for a hybrid course for the Teaching Excellence Award in Online and Distance Education. Stec proposed perhaps alternating years between online/hybrid faculty for the award. Motion made by Fernandez and seconded by Fielder to allow for a vote on the passage of the establishment of the award. There were three (yes), one (no), one (abstention).

B. **Course Peer Review.** Tabled to next meeting

C. **Proposed fee change.** Tabled to next meeting

D. **Course Templates.** Tabled to next meeting. However, Osika did mention that a student is designing a course on how to teach faculty on how to review a Moodle course. Also, she mentioned that some faculty had commented that students aren't removed from the course when they withdraw from the course and that they are still getting access to the course materials and exams. Sukowski will check with Garth to lock down the process of full course withdrawal.

- V. **New Business**

- A. Online Course Approvals

i. LIS 5575.51- Digital Library. Dr. Hu plans to have synchronous meeting with students. Sessions will be saved for students to later upload and review. Students will have a discussion forum worth five points maximum. Fernandez suggested adding a word count to the discussion board. Dr. Hu also plans to add all help videos and FAQs to the page. She presented two course modules with homework assignments. She plans to have 10 synchronous sessions. This course is used to teach digital library creation theory and some hands on techniques fully online for the virtual M.S. Library

Science Degree starting Fall 2015. Motioned passed to be an online course (Richardson motioned and Fielder seconded).

- ii. ELCF 5335. School Law for Exceptional and General Education Programs. Dr. Luseno presented that this course covered case law for education for special and general education courses. Tabled to the next meeting.
- iii. ELCF 5235 – Administration and Supervision of Exceptional and General Education Programs. This is connected to training modules designed by the state Board of Education. This course is connect to a teaching certification. Tabled to the next meeting.
- iv. ELCF 5725 – Use of Technology for Effective Teaching and Administrative Needs. This is a technology course for education students. Tabled until the next meeting.

**B. Hybrid Course Approvals.**

- i. POL 2210- Public Administration Principles. Dr. Aka presented that this course is centered on the role of public administration. Two course modules had already been uploaded. They include both Power Point and video presentation. He currently is the only professor available to teach this course. This is a required course for Political Science majors. This will be taught as a hybrid with four weeks of material for online learning. The course will be fifty percent online and fifty percent face to face. Two week long course modules were presented. Motioned passed to be a hybrid course (Richardson motioned and Fielder seconded).

- VI. Dr. Stec motioned to call the meeting to adjourn and Dr. Richardson seconded the motion at 2:09 pm.

Respectfully Submitted by  
Dr. Quintin L. Williams Jr.  
Distance Education Committee Secretary