

D.E.C. Minutes
Dec. 17, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

I. Call to order

Present: J. Grange, vice chair presiding; N. Grim, Y. Harris, R. Fielder, K. Haefliger (secy), M. Sukowski, T. Garth, J. Kowalski, J. Stec, Q. Williams (M. Fernandez could not attend). Via Elluminate: R. Johnson, and T. Garth (moderating)

II. Approval of minutes of previous meeting – Nov. 26, 2013. N. Grim moved minutes be accepted – 2nd; minutes approved.

III. Reports

A. Moodle (Theodis Garth)

Garth has sent out an update of Spring 2014 courses available in Moodle. Before Spring Semester starts make sure your courses are available to student --TO do so, use Edit to make courses available to students. Many professors have asked about access to their old content. Moodle 1.9 is available indefinitely. Moodle 2.5 will be updated on Dec. 20th 2013. Branding will be updated, colors will match CSU green. To update from old (1.9) courses to new version, submit your request via Garth – (Org. versions) – N. Grim suggestion that Garth send this info out to all faculty, and he will be doing so.

B. SLATE meeting (Michael Sukowski)o

CTRE is hosting the Slate meeting Dec. 18th, in the Sun Room. Slate is the largest Course Mgmt users group in the world. 50 have confirmed attendance, up to 97 may attend. Presentation topic is “Online Advising” presented by Tennell Edinburgh & M. Sukowski of CSU.

IV. Unfinished Business

A. CSU Design Document Template and Instructions

M. Sukowski & M. Fernandez redid this template. It is required to be used by DEC in submitting the requests for Course Approvals. R. Fielder asked a question about how would faculty be made aware of the “required” ION rubrics. N. Grim mentioned that the Program Review subcommittee will be ensuring that faculty learn about what rubrics/evaluation criteria are expected at the very beginning of their design. That is also why Sukowski/Fernandez included ION in

Document Template. This template is for submitting a course for approval for online delivery/hybrid delivery with the DEC.R. Fielder suggested & it was agreed that the ACTUAL ION rubric be available, or a link to it. It is on the DEC website, R. Fielder also suggested a more formal title, and division headings, along with the actual template to fill out. R. Fielder will forward to M. Sukowski her suggestions and concerns using language of the rubric to parallel the ION.Q. Williams suggested that faculty mentors in Colleges, and/or the Head of Distance Ed serve as a contact person for filling out the form. (Grim reminder the committee that alternatively, as a last resort, a course can be changed on a programmatic needs basis, to be only face to face if there are problems.

V. New Business

A. Approval of Online Course

Point of clarification: Nov. approvals of the former “Information Studies” courses now referred to as TPS. TPS stands for Technology and Performance Improvement Studies.

B. CSU Online Training Program

Sukowski reported on communications that were forwarded from the Provost’s office. Faculty have complained that in some instances they feel as though they should be exempt from OCT since they have had similar training elsewhere. This query came to Sukowski; He report that all Slate members, he surveyed require an in-house OCT, even IF professors had taken a similar sequence elsewhere. Background information: ION’s courses cost approx. \$250 each, and you need six courses. SLATE is also interested in offering courses –at a competitive rate. Sukowski discussed this with CSU attorney, Hawkins, related to would faculty still have to take some type of Moodle training viz a viz our Moodle training—even if they had finished a course sequence elsewhere.

Beginning in Feb. CTRE (8 week course), will offer a separate 8 week course – Online Teaching Excellence (get real name from James/Mike).

Grange commented that sometimes, esp. with adjuncts, a Chair will just suddenly assign them to teach an online course. Grim suggested that pairing up with a certified OCT member, for technology aspects, can help content experts in offering an online course where there little time for OCT. During this transition time it is encouraged to have OCT certified faculty mentor faculty into compliance, team teach courses, and/or have faculty mentors help with courses. It was pointed out

that Moodle 2.5 will allow the “badges” labels – and also CTRE/Moodle will offer tutoring to help faculty work through the OCT to be in compliance.)

C. Conference Call with UI – Springfield for guidance about online programs

Dr. Osika (of LIS—formerly LIMS) set up a conference phone call with UIS (Springfield) to begin figuring out how we organize and set up all the needs and requirements now that we have three totally approved online only courses. Ten individuals were involved; Information Studies & Ph. Ed.

Discussion included issues regarding offering classes to students in other states, there is a requirement to pay the other state \$5000 for ability to recruit (law create to prevent for profits – Univ. of Phoenix types from so much coverage); UIS has an associate Provost for Distance Education, and they have Online Program Coordinators, who work with the students’ primarily, to make sure that all aspects of the course instruction and faculty teaching are done according to standard. With 30 online programs currently, UIS gradually added 30 new positions to cover all the requirements of creating fully Online courses. Faculty asked them; how do you train someone to teach online? How much training, and mentoring is satisfactory?

VI. Open Discussion – regarding OCT

J. Kowalski reported that of 10 enrolls only six actually tried to sign in so he dropped those that did not sign-in by the end of the first week; M. Sukowski said it took 1 CSU faculty a year to complete the 8 week OCT – and it needed a face to face with him. Average length of time it takes is 12 weeks. E. Harris asked how much of a drain it is to work with these late registrants? Some who fall behind are asked to join another class. Harris suggests an active letter should go out to Chairs, and possibly the Dean, with recommendation that they not be assigning courses to those who have not done OCT -- even beyond the list that is posted on Moodle (and agreed to in the past by DEC). This letter should probably come from the Provost – and DEC chair. (Not from Sukowski’s office). It was also mentioned that online (Chair) course evaluations are possible/they can be set up in Moodle; there is a lot of responsibility on the Chairs to ensure the same expectations, accountability and evaluations chairs implement for face to face instructors need to be established and in place for online instructors. J. Grange who has worked on this will discuss with Fernandez

VII. Adjournment

E. Harris made a motion to adjourn at 2:10 pm – Fielder 2nd Meeting adjourned

Next meeting: January 28, 2014 at 12.30 pm in LIB 301

Respectfully submitted –
Kathleen Haefliger, DEC Secretary