

Chicago State University
DISTANCE EDUCATION COMMITTEE
MINUTES
Dec 18, 2012

PRESENT: Miguel Fernandez, Chair; Janet Grange, Vice-Chair Rosalind Fielder, Debrah Jefferson, Nelly Maynard, J. Patterson, Prashant Shinde, M. Sukowski, Enrique Duncan , James Kowalski, (*ex officio*) and Kathleen Haefliger, Secretary. Via Elluminate: Janene Marshall, Liz Osika.

The meeting was called to order at 12:40

READING OF MINUTES

Minutes of the Nov. 27th meeting approved with 2 corrections.

Reports:

- A. Student Online Survey – Enrique Duncan and J. Grange hope to meet, and report next month. M. Fernandez offered to assist this group.

- B. Policy/Procedures for proctoring: (Ad Hoc Committee) Grange handed out three packets of information. Alternate site documents show Chicago State as an alternate site, per David Hampton (Office of Examinations and Proctoring) of CSU. Office of Examinations does Proctor at CSU for online courses. The third document from Chronicle of Higher Ed, a report on online exams, discusses cheating as an issue with online. Some online schools are going to proctor-cam with the proviso of not using notes, searching web for answers, etc. We are urged to review these documents. M. Sukowski reported that some CSU faculty had tried ProctorCam and did not like it at all. Moodle upgrades will now offer a system where the faculty member may proctor their own exams. Issues related to the contract, and faculty workload were discussed.

Pro and con discussion: M Sukowski suggested that the Learning Assistance Center would need to be contacted to determine if they could handle proctoring with their workload. Need to check with Dr. Hedden. He will be invited to be a member of the subcommittee. M Fernandez stated that the subcommittee will work on policies and procedures for the Jan. meeting. D. Jefferson reinforced the policies and cautions which Wright had shared with us last month (see last month's minutes). Acceptable legal definition of an honor code is now posted on Moodle, for Online courses—(our due diligence), as advised by attorney Hawkins. Approaches to online exams and proctoring were summarized. Some faculty provide (serve) as their own proctors or secure individuals to do so; others allow student to go to a Proctor School.

IV: Unfinished Business

- A. Online Course Evaluations (L.Osika). On Dec 5th 19,725 course evaluation surveys were sent out, based on Banner registration data. Students like the evaluations online. As of Dec. 18, forty-six percent of evaluations had been returned. Overall average, results

for all six objective questions, was a “4” -- the committee is trying to determine what will be reported to all faculty. It will be aggregate reportage. A survey for faculty was sent to get reactions post evaluation. M. Fernandez asked how many faculty added questions to the general evaluations. Grange felt it was “awesome” being able to pull up so very quickly their own student evaluations after submitting grades. This will help in adding to portfolios and in receiving the feedback to adjust courses for the next semester even. Well over 120 course sections had faculty questions added to the general survey. A committee will be established starting spring semester, which will look at when a student can drop a course and what are the consequences. Osika has asked to be on that committee.

It was emphasized that Instructors should take those Not participating in their classes OUT of course records; this is an instructor right /privilege. Grange commented that Faculty say that they cannot drop students after an early date in Sept: The question is: Must students take the initiative to withdraw after that?

B. Moodle Transition Plan (Garth)

Moodle course mgmt upgrade 2.5 is scheduled for June (report by M. Sukowski for Theo). Remote Learner is the company that brings us Moodle; They will still support 1.9 (current version being used through Dec. 2012) through a subsidiary company. We will convert in June, currently upgrading for Sp. Sem. to 2.2.3 and this version will be created with multiple brandings (ie; CSU Moodle). Theo would like a pilot committee that would agree to start teaching/testing in 2.3 in Moodle—he wants approx. 6 faculty to try this new version (as a test.) From March – June, Theo and company will be working with a consultant (Saner), and plan to train faculty for the improvements, and spring upgrade. . The Moodle partner will be supporting 1.9 through Dec. 2013.

M. Sukowski announced that Moodle will be taken down Dec. 28th by Remote Learner to do internal security upgrades. For 2 hours faculty/students will not have access to Moodle. An email blast has gone out. Osika inquired if content created in 1.9 would be seamlessly transitioned to the newer formats? File repositories and Architecture are quite different. Sukowski stated “there should not be any issues with transiting from 1. to 2.xx “ There will be dropbox access, etc. Once upgraded to 2.3 the further upgrade to 2.5 does not add major change. Garth responded that he can also import content into the new system, upon request.

Fernandez – remind everyone that we need to be ready (prepared) to provide training – offer program to train faculty who are willing to teach in the newer versions, and use Moodle.

Dr. Osika and Grange agreed to teach in the new system for Spring Semester.

V. New Business

A. IT Requirements in Distance Ed (Shinde)

P. Shinde is urging the committee to come up with a set of specifications in terms of computers, connections, training and what we have already in CTRE for students. Such

ideas as single Sign-On, and having access to such software as SPSS – (install on their computers, or remotely accessed should be addressed. We need to have a “virtual computer lab” that a student can log-on from anywhere – including those who cannot come on campus. Fielder stated that if a course requires specific software applications—you should be informed up front, and if you are enrolled in the class you should not have to go buy the software yourself to take the class. Course fees beyond the Distance Learning fee (for software license issues) may help cover these costs.

Enrique (student representative) reported that some instructors don't just use Moodle – they use such sites as Alex.com and other “required” software to complete a course. For example, there had been the incompatibility of LiveText with Blackboard. Requesting the students to buy additional programs/software and piggybacking Moodle onto another systems have occurred and are issues. D. Jefferson was concerned if items were being hosted somewhere else by faculty – and asked if we could monitor activity not occurring through Moodle, or when Moodle is used only as a link. She asked T. Garth to look into that if possible.

B. Online Certification Training (OCT)

Mike Sukowski provided a handout showing that 70 plus people have successfully completed OCT. Next round will begin March 3rd (M Sukowski will lead). The course takes eight weeks. Plans for courses in andragogy and Pedagogy (OCT-2) are being developed—possibly for roll out in Fall 2013. OCT 3 will be on Assessment – (possibly a 16 week course). Mike agreed to check with Rowan re the assessment section. M Sukowski would like to work with College of Ed. and offer CPD units (Continuing Ed. Credits). Those who successfully complete OCT course sequence 1 – 3 will be offered the possibility of participating in the ION -- III. Online Network.

C. Spring 2013 Online and Hybrid Courses.

M. Sukowski report that as of the date (Dec. 18th) 190 Online and hybrid courses are scheduled for Spring semester.

VI. The Training video will be available for check out rather than taking time during the DEC meetings.

VII: Open Discussion:

Grange asked what happens when someone is teaching online and does not even know how to log-in; or logs-in late or infrequently (Professor is not prepared or ready to teach)? Student will complain if the Online course is defective. The department chairs should handle these issues, and solve the problems.

VII: Kathleen moved to adjourn at 2 pm – with D. Jefferson 2nd.

January 22, 2013 is the next meeting in Room 301.