

D.E.C. MEETING MINUTES

January 15, 2019

12:30 p.m. – 2:00 p.m., LIB 301

Members and Guests In Attendance: Karel Jacobs, Joni Jackson, Erica Allen, June Price_Shingles, Sandra Karim, Mark Sudeith, Rosalind Fielder, Art Redman, Jan Jo Chen, Nancy Grimm, Rochelle Johnson, Theo Garth

Call to order/ Introductions at 12:35 p.m.

Karel Jacobs reviewed the DEC Moodle site.

There are some issues with Moodle.

- Some faculty are using Moodle shells that were created during the course approval process. Once the course is approved, when faculty sends messages to their students, they are also sent to all DEC members. Art Redman asked if the DEC committee members can be removed. Rosalind Fielder suggested that faculty remove the DEC from their course Moodle once the class is approved. We will add this suggestion to the approval process.
- We need to add or update the document, DEC Policies by Department. We need to revisit the DEC policies by department.
- Online certification training document needs to be updated (OII, Rochelle Johnson will update).
- Karel Jacobs also reviewed the updated policy on the Moodle site.
- Art Redman asked the question regarding the issue of when a program is designated as an online program. There is a meeting next week (not clear what committee, this is not the DEC) to determine our procedures to ensure that we are compliant with Participation Agreements (from our accrediting bodies).
- There was a discussion (suggestion) that there be training for DEC members to review the evaluative criteria for course proposals.

TEMPLATE:

Rochelle Johnson has created a template for DEC use to review course approvals. The template will help streamline the process for faculty who submit proposals as well as for DEC members' use in evaluating course proposals. Rochelle would like suggestions from DEC members regarding the template. The template will provide a set of recommendations, not a mandate, for how faculty set up their courses.

Art Redman expressed some concerns about automatically uploading the template into the Moodle Course Shell for proposed courses. This is a point we will return to for further discussion.

Karel Jacobs broke the committee into subgroups to examine the contract language. Rosalind Fielder raised the issue that we may want to step back and define the role of the DEC. There were a number of discussions regarding this, a discussion that will continue.

Meeting adjourned at 2:00 p.m.

The next meeting will be virtually, on Tuesday, February 19, 2019 at 12 noon (note the earlier start time)

Minutes Respectfully Submitted,

Joni Jackson

D.E.C. MEETING AGENDA-
January 15, 2019
12:30 – 2:00 p.m.

301 Gwendolyn Brooks Library

- I. Call to order/ Introductions
- II. Approval of minutes
- III. Member Reports Regarding Online Education
 - A. CTRE
 - B. Office Online Instruction
 - C. Information Technology
 - D. General Education Curriculum Committee
 - E. Graduate Council
 - F. University Curriculum Committee
 - G. Enrollment Management
 - H. Provost's office
 - I. Departments/Colleges
- IV. Old Business
 - A. Review Changes in forms, procedures
 - B. Recommend changes in contract language (**please review Appendix G before meeting**)
 - C. Zoom site license , other needs to support instruction
- V. New Business (No Course Proposals)
 - A. December 2018 asynchronous course approvals
 - B. Training for DEC members
 - C. Other?

VIII. Final Remarks

Next Meeting: February 19th; course proposal so begin at NOON

VII . Adjournment