D.E.C. MEETING AGENDA
January 22, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

I.   Call to order 12:44   Present via Elluminate: Theo Garth, Alesia Richardson, Constance Wright, Janene Marshall, Janet Grange (Vice-Chair), Rochelle Johnson. In Person: Rosalind Fielder, Omar Headen, Stephanie Suttles, Debrah Jefferson, Geoffrey Block, James Kowalski (ex officio) Michael Sukowski, Theo Garth, Miguel Fernandez (Chair), and Kathleen Haefliger (Secretary)

II.   Approval of minutes of previous meeting, Dec. 18, 2012. Dr. Jefferson moved to approve with 2 corrections – S. Suttles 2nd

      Miguel noted that per the bylaws (rev. Winter/Spring 2012), members must attend at least 5 meetings in person, and may attend others via Elluminate.

III. Reports:
      A. CTRE Activities (James Kowalski)
         OCT (Online Certification Training) A "2nd training chapter" featuring andragogy & pedagogy will be rolled out by Fall 2013.
         James provided a flyer of upcoming events for Jan, Feb, March sponsored by CTRE.
         Later spring semester there will be a provost's colloquium & Recognition ceremony similar to last year's event.

         Faculty Resource Net – the National Network: CTRE pays a registration fee to belong to this (ca. $8000); the FRN sponsors the summer New York University research opportunity for faculty development. The information sessions were held Jan. 24, 29, 30th (more information on their website). Dr. Jefferson encouraged faculty to apply for travel opportunity grants through CTRE to attend this. FRN NYU participation is like a summer sabbatical. She encouraged more publicity. Miguel suggests trying a FRN session on Elluminate as a good way to get faculty more informed about this. Mike mentioned there are some technical limitations to utilizing Elluminate for this, but CTRE will look into it.
      B. Distance Education Policies by departments
         Eight Departments have responded with online policies to date. Miguel will send another reminder today to chairs. Dr. Jefferson reported that not all DACS included online policies. The contract does not require having to include the online policy; however, it is much easier to have it in a dept's DAC. Some departments created stand alone documents while others incorporate it within teaching/primary

duties. Miguel will post on DEC Moodle what he has received & remind people – In Dept. meetings remind chairs about this requirement (Appendix G) in the contract.

IV. Unfinished Business
   A. Moodle Transition Plan Updates (Theodis Garth)
      Pilot program for instructors who wanted to teach fully online in version 2.3.3 was not implemented due to delays with vendors. The new Pilot date was set as Feb. 1 if the instructor volunteers are still interested.
      Dr. Liz Osika's course has been successfully rolled over to the new version. Special Session starts Feb. 11th—several online courses are being offered and could be done in 2.3.3.
      Fernandez asked about notification of faculty when the new version is ready. It was agreed this should be done, like a faculty email blast. CSU Branding will also be incorporated into the new course shell (Mike Sukowski).

   B. Action Plan for Online Course Evaluation
      (Dr. Jefferson, Mike Sukowski, and Miguel Fernandez, Rochelle Johnson, and Barbara Price are the committee members

      Mike & Miguel have been reviewing the current online courses. The committee needs to develop an action plan. It is agreed that courses to be reviewed will be chosen randomly - but professors who have completed the OTC being given more weight. G. Block affirmed that this is mandated in the Appendix G (CTRE/Distance Ed component) .

      A member query re "does this go on the faculty members' evaluation?" D. Jefferson responded. The report goes to chair, the dean, and provost. It is separate from annual evaluation, but it may have impact on faculty evaluations. For adjuncts this may be the first time their content/teaching has been evaluated. Chairs have been good in getting Adjuncts enrolled in OCT: better than for full-time faculty.

      Reviews will begin at the end of January. The committee will be using the ION QUCI (Quality Online Course Evaluation) rubric -- (the rubric posted on ION—the Illinois Online Network). (Posted in Moodle), and faculty will be notified that their online course is being evaluated. Procedure: (access to online course, permission – or should it just Notification? from the instructor—there is a form to request permission to review course content/technology).
      DJ suggested that a cyclical schedule be followed so that every course be evaluated within a several year (two, three, four year) period. They will start with OCT graduates – RF suggested that a general

Notification to faculty letting them know that this would be done -- would be wise.

C. Policy/Procedures for Proctoring (J- Grange) Dr. Headen was invited to join this committee following a fall semester when Learning Assistance Center received Fall very many requests by faculty to engage in proctoring. LAC did a limited amount of proctoring last semester. They also hired and trained additional staff, and developed protocols for proctoring. They also partnered with other depts. , and are prepared to move forward. Dr. Headen's question to the committee: who qualifies to request proctoring and when, and where. (D. Jefferson affirmed that proctoring should not be used for an individual student who missed an exam) For online courses everyone agrees there has to be a system for requesting proctoring. LAC itself can only accommodate 45 students –additional space in the Sun Room, 301, and other locations can be scheduled.
A question related to the definition of a "pure" online course verses a hybrid lead to the following motion:

Motion (in relation to Hybrid vs. Online): **Per IBHE guidelines if a class requires the students to have a face to face encounter (even if just for proctoring) it is considered a hybrid.** The motion passed with two abstentions. Fernandez will try to get IBHE Guidelines & policies posted on Moodle.

V. New Business

A. Training for review of online courses for chairs and administrators. Fernandez suggested we should review online courses with Chairs of departments in February to let them know the expectations (how and what) in developing and scheduling online courses, etc.
This will be a February agenda item.

VI. Open Discussion
Stephanie Suttles asked about the Online tutorial for distance ed. courses. It is under Moodle Help on the CTRE Home page; -- Go to: Get Started- Faculty/students.

VII. Adjournment. Suttles called for adjournment – Fernandez seconded.

Next meeting: February 26, 2013 at 12.30 pm in LIB 301