DISTANCE EDUCATION COMMITTEE
MINUTES
June 12, 2012

PRESENT: Janet Grange, Kathleen Haefliger,
            Rochelle Johnson, James Kowalski, Michael Sukowski, Stephanie Suttles, Tenell Edingburg,

CALL TO ORDER
The meeting was called to order at 12:30 p.m.

READING OF MINUTES
Minutes of the previous meeting were approved**.** Corrections: *Elluminate* attendance: J. Grange

REPORTS
Budget for CTRE: FY 13 -- presented by Sukowski.

 -- Distance Learning $77,000.00   30411 account non appropriated funds - fees for online courses: = $213,231.   -- Faculty Development: CTRE advisory board approved: 307,000 (7,000 allocated by Univ.—hope same as last year – e.g. 2011-2012)
 $77,000 for summer classes are online or hybrid.   Only component not listed is: full-time salaries for the FT staff – as this is part of the Library & Instruction Services budget.

NOTES on budget: from Sukowski --
  Grants: July 2nd, Oct 1st, December 15th, & March 1st.

RE" Eluminate & Wimba have been bought by Blackboard – Collaborate II –
Digital Measures: Works with faculty portfolios – may go up more than 16,000 allocated--
Univ. wants faculty to go to electronic portfolios.

Nvivo9 & SoftChalk (sort of a glorified Powerpoint- but now enhanced).may not be included in future years – some faculty use

Mathematica- used by Chemistry-Physics- Sociology

Univ. has applied to HLC for 3 master's programs that would be conducted entirely online—to HLC—
1. Technology in Education program
2. Physical Education
3. LIMS
  If programs successful

  A. **DEC REPORTS** from administrators & chairpersons

Requests due date was 6/15/12 -- Six have been received so far—fuller reports later.
Psychology, Library –

IV: Unfinished Business:

A: Online Info Lit. Tutorial:nd
        Subcomittee members include Asadi, Sukowski, R. Johnson, Miguel Fernandez.
They intend to hold a meeting during the summer.

B: Online Course Review Standing Committee: Have materials for training; pilot reviews
with Psychology, -- will include a random sample
   OCT (online certification training) —faculty have been submitting ION (Illnois Online
Network—organization that ensure quality standards in the distance education courses) -
   Instructional Design – Rochelle or Sukowski -- all faculty who teach online should be
certified by the CTRE – (by contract should be certified by fall or should not be teaching
online).

IV: C: DAC Review Ad Hoc Committee –
         DEC DAC Ad Hoc Committee: The committee will still be operative—however
President has decided he will approve or disapprove the submitted DACS, and will have
"outside" faculty reviewers weigh in.
   DACS Committee has met and Steve Rowe is the Chair.

  a. problems for students.
  b. In the Course Bulletin it should mention Moodle as the CMS for both Distance
      Education and blended/or face to face communication with teachers. Currently it is
      not mentioned.

NEW BUSINESS

A. 2012-2013 D.E.C. – schedule: Proposal that the meetings be the last Tuesday of the month
at the same time. Motion by Suttles – Passed. Suttles proposed a motion to suspend the DEC
meetings for the remainder of the summer and begin in August (Aug. 28th) unless a crucial
meeting is deemed necessary; subcommittees will meet as needed.

B. DEC Budget for 2012-2013 – tabled until next meeting.

C. **Selection process for DEC Members** for 2012/2013.

    Issues around membership include: Membership must be constituted from various
    departments – and needed alternates.
    Need new representation to replace some of the expected representatives.   Open items
    include: IT needs a participating representatives; Univ. Cir. Coord. Comm. -- Registrar's
    office; Union appointment; – College of Education, and the Univ. chapter president appoints

a Union rep (replacing George). ByLaws requires a list of membership with office location & extension.   Mike will be working to develop this list when he returns from vacation.

D.   **Faculty Academic Advisors Program:**
New Academic Advising specialist Tennell Edingburg, has been hired by CTRE & attended our meeting. For the CSU Advisors conference in April , people who advise online attended virtually using Elluminate, along – from other institutions – to suggest optimal procedures. Online students cannot hear the response from faculty who advise online student "Come to my office." Withdrawals/ WPWF – it is unreasonable to ask a student to come on campus to withdraw – (Janet's opinion). As it stands today, to withdraw from all classes you must come on campus – inconveniences to both the student & the faculty.
Problems:
Drop date is so early --   (so student's get more of a refund) but problems is they have to come on campus on the Drop Date. Bottom line: University has to change its culture – to facilitate online registration, advising, and all other aspects of university registration, advisement, payments, and customer service; which current policies are not conducive to Students become so frustrated some don't follow through, or even may quit.

M. Sukowski affirmed our interest in these procedures by referencing the Contract, Appendix g: -   Distance Education committee will assess – "operations and functions of distance learning & the policies and procedures referencing distance education."

Recommendation for New Business for next year's agenda:
   Consider the policies & procedures for administrative functions – registration, bursars activities, withdrawal policies . Good idea to benchmark (best practices) what has been going to facilitate the needs of online students – esp. our peer institutions.

Tennell Edingburg will benchline online procedures at peer institutions and online institutions and report at the Aug. 28th, meeting.

Kathleen H moved that the meeting be adjourned, Stephanie Suttles seconded.
at 2:05 pm.