

DISTANCE EDUCATION COMMITTEE

Minutes - March 19, 2012

PRESENT: George Williams, Mike Sukowski, Grace Adams, Miguel Fernandez, Barbara Price, Janene Marshall, Debrah Jefferson, James Kowalski, Kathleen Haefliger, Stephanie Suttles and Steven Rowe attended via Elluminate.

CALL TO ORDER

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

READING OF MINUTES

The minutes of February 14, 2012 were approved and accepted.

INTRODUCTION OF NEW COMMITTEE MEMBERS

Kathleen Haefliger was introduced as the new committee member representing the library.

REPORTS

A. Information Literacy Sub-committee

Mr. Fernandez presented an update regarding the information literacy sub-committee. An update will be provided at the next meeting.

B. CSU Clearinghouse

Mr. Kowalski presented that the clearinghouse is up, but will continue to need cooperation of the faculty and staff to keep it up to date. A calendar of events has also been added to the clearinghouse site.

C. Ordering of monitors

Mr. Sukowski had approximately 20 requests for a secondary monitor. Due to state regulations for property control, he also needs the ID numbers of the faculty members to order the monitors. He has received five so far. He will work with Dr. Jefferson's office to obtain the remaining ID numbers.

UNFINISHED BUSINESS

A. Attendance policy for online students

Below is a motion made by Professor Price and seconded by Professor Block for an attendance policy for online education

Attendance is defined as any activity specifically relating to a particular class, including, for example, turning in an assignment, viewing an online lecture or presentation, and participating in an on-line discussion forum. If a student does not participate in the course in any of these ways over the period applicable to that particular course (ordinarily a week), he or

she will be counted absent for that meeting period as designated in the instructor's syllabus. All university attendance policies, including those for dropping students for non-attendance and excused absences also apply to online courses. Recommended is that an online instructor have a meaningful class activity for the first day of the semester for the purposes of establishing class membership in addition to a discussion forum for the first week of class.

The policy was amended as stated below, and passed unanimously. The online Attendance policy will be presented to the Faculty Senate.

Attendance is defined as any activity specifically relating to a particular class, including, for example, turning in an assignment, viewing an online lecture or presentation, and participating in an on-line discussion forum. If a student does not participate in the course in any of these ways over the period applicable to that particular course (ordinarily a week), he or she will be counted absent for that meeting period as designated in the instructor's syllabus. All university attendance policies, including those for dropping students for non-attendance and excused absences also apply to online courses. Students are expected to complete meaningful activities assigned by the Instructor for the purposes of establishing class membership the first day of the semester.

B. Mission Statement for Online Education

Below is a motion made by Professor Fernandez and seconded by Professor Suttles for the mission statement of distance education for Chicago State University.

The Mission of Online Education at Chicago State University is to provide access to persons desiring to acquire post-secondary, graduate, and post-graduate knowledge independent of place and location and to earn credentials valuable to academic institutions and employers. To achieve this goal Chicago State University endeavors to offer quality course development and support services for faculty and students involved in distance learning; to coordinate the development and delivery of asynchronous and/or synchronous online education degree programs and courses, and to ensure the quality of distance learning through rigorous efforts and continued improvement.

The mission statement was amended as stated below and passed unanimously.

The Mission of Online Education at Chicago State University is to provide access to persons desiring to acquire post-secondary, graduate, and post-graduate knowledge independent of the learner's time and location constraints and to earn credentials valuable to academic institutions and employers. To achieve this goal Chicago State University endeavors to

offer quality course development and support services for faculty and students involved in distance learning; to coordinate the development and delivery of asynchronous and/or synchronous online education degree programs and courses, and to ensure the quality of distance learning through rigorous efforts and continued improvement.

NEW BUSINESS

A. Formation of Course Review Committee Standing Committee

A motion was made by Professor Jefferson and seconded by Professor Block to create an Online Course Review Standing Committee. The motion passed unanimously.

Professor Williams will send an e-mail to the D.E.C. committee soliciting volunteers for the formation of the course review standing committee as per the faculty contract. The committee will elect a chair, develop an evaluation tool for online courses, and determine a time table for implementation of the review process.

B. Formation of DAC review committee

Professor Williams created an ad hoc DAC review committee as per the faculty contract and will send an e-mail to the D.E.C. soliciting volunteers for the review committee.

C. iPads for online/hybrid instructors

Professor Williams made the following motion: The CTRE will make available an iPad for checkout by every Instructor who completes the online training program. Professor Suttles seconded the motion which passed unanimously.

D. The following agenda items were postponed until the April meeting:

1. Connect Yard
2. ProctorCam
3. Online student identity verification

OPEN DISCUSSION

Discussion centered around the Wi-Fi access on campus. The members commented on the deplorable state of Wi-Fi access in buildings such as the Library.

ADJOURNMENT

The meeting was adjourned at 2:02 p.m.

Recorded by:

Janene L. Marshall, PharmD