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Chicago State University
DISTANCE EDUCATION COMMITTEE
MINUTES
March 26, 2013

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PRESENT Miguel Fernandez, Chair; Rochelle Johnson, James Kowalski, Janet Grange, Vice—Chair, Quintin Williams, Alesia Richardson, Rosalind Fielder, Kathleen Haefliger, Janet Oliver, Theo Garth.

The meeting was called to order at 12:40

READING OF MINUTES
      Minutes of the March meeting approved with 2 corrections Minutes approved: New Member: Dr. Quintin Williams – Union CHS member appointed: Rep. College of Health Sciences.

Reports:
A. Moodle Outage -- They have worked hard to recitify the outages: (Theo & Rochelle) Most recent issue: March 19-- Tuesday Luminus Message Broker (updates enrollments-- IT team & Janet Oliver --   Trying to get updates in real time and updated manually. Banner has had issues – students/ faculty/ course enrollments. The connection file from IT created Cross-listed courses-- Grad/undergrad sections (Meta courses) – two course enrollments are for 1 class. Dummy Courses were created (not true) – and students could NOT get into their class. CTRE-Moodle trying to fix—for 3 days. As of Friday March 22 – Remote Learner restored DB to the 19th, but this affected mid-terms, grades and reports for academic warnings. To Help Faculty – created a form to restore all data needed, required.

GUEST report: Janet Olive from Banner (ITD) - reported. For Moodle, courses updated as of last fall in real time. This automatic real-time updated broke down on 3/18/ or 3/19. Fernandez suggested having a CTRE workshop on backups for Moodle – "BackUp and Restore for Moodle" – to be offered end of April, beginning of May. Announcements will be sent to all faculty. Alesia Richardson, complimented the staff on the quickness—all restored, except for Grades; Theo agreed to help Richardson look into the Gradebook problem.

B. Online Ed. Policies by department (Miguel Fernandez)

Miguel has received 4-5 new ones – posted on Moodle through Distance Ed. Site—listed by Colleges (Policies are listed). Once more he encouraged Deans/Directors to submit these. Miguel suggests DEC review what is posted. Miguel called for an Ad Hoc committee to review the policies. Alesia Richardson and Quintin Williams agreed to serve. They will review to determine if the DEC committee can accept the policy as appropriate and adequate. They agreed Report by April meeting on those reviewed

C. CSU Guidelines for Proctored Exams – Liz Osika reported. At the March meeting J. Grange presented our policy. The Academic Affairs Committee needed to review and Liz

Osika represented us and presented the Guidelines. The committee thought the document well-written & professional. Little concern, or discussion. Voted to have Sarah Buck (Acad. Affairs chair) present to it to the Faculty Senate. Miguel – will also be present as a Faculty Senator to answer any questions.

D CTRE Grants:
   Reported by James Kowalski. $179,000 more than what is available has been requested through the Grants . (this 4th round includes the Program Enrichment Grants-- which are the only time in the year these are offered).   Decisions on who will be awarded the grants will go out soon.

 Unfinished Business

   A. Listserve communication with Faculty. Currently CTRE/Moodle is not given access to this. It is the broad email announcements sent to all CSU-Staff/CSU Students through University Relations. IT controls the access.   Miguel will try to get this changed, so we have a means of communicating when Banner goes down.

   B. Student   Satisfaction Survey.   Rowan' SSS is still being developed – so ours may be put on hold until they finish theirs. So there will be coordination.

   C. Course Peer Review – or Online Course Evalutions. Online Course Evaluations . Provost wants representations from Faculty from 5 colleges. (R Fielder had volunteered- but doesn't fit into this configuration). The first review will involve five courses – committee agreed that for this spring the evaluation will be a Pilot program   -- comments should NOT go a faculty portfolio. Courses chosen – are those which HLC have approved as Only Online. Faculty Senate has NOT commented as of yet on this procedure.

   D.   Respondus Lock-down Browse is being considered   (will .lock-down so student's can't copy/paste into an exam—a Proctoring /Examination software). It will provide greater Security for Exams. M. Sukowski will need to purchase the software, and it will require training. This discussion was tabled for next meeting for updates If acquired it should be integrated into Moodle (if purchased by CTRE).

   E. (3/26) Online Course Definition (Miguel, Stephanie, and Janet)   Tabled to next meeting.

New Business:

   A. New hybrid & online Course approval.   Deans are aware that they need to submit new courses for approval.   A committee member suggested that IF they don't go through the approval procedure—it CANNOT be listed in the Bulletin, or offered. Quintin Williams asked if there was a template to send to Deans/Chairs to obtain needed information for these approvals. It was suggested that the DEC committee be

able to present this at the Provost's Council. Miguel will investigate.   We have not received any approval requests this past year. Yet, the process could take up to 2-3 months. Two were approved last year—added two steps to regular course approval -- .

B. Two New Online programs that were HLC approved   Library & Physical Education,

C.   Awards for Outstanding Online Instructor.   Come up as a committee with Criteria-- Nomination process – Student imput most important--- Work further -- Kathleen & Rochelle & Miguel agreed to work on this.

Nominations will occur at the April meeting for next year's 3 positions: Chair; Vice Chair; and   Secretary -- Elections at the May meeting – think about serving—or proposing . .

Rosalind made the motion to adjourn -- KH seconded.

Respectfully submitted,
Kathleen Haefliger,
Secretary

PS: Please excuse the sketchy minutes this month. A few items may have been omitted due to software/hardware technology issues. Please amend minutes as needed.