

D.E.C. MEETING MINUTES
May 15, 2018, 12:33 p.m. – 2:00 p.m., LIB 443

The meeting was called to order at 12:32 p.m.

Members and Guests In Attendance: Karel Jacobs, Joni Jackson, Rochelle Johnson, Rosalind Fielder, Arthur Amaker, Kay Dawson, Sarah Smith, Rohan Attele , Dean Darga, Jan Jo Chen, Professor Kahn, Dr. Nazon.

Dean Darga opened with comments thanking Dr. Jacobs for her work, and noting that we are moving forward with plans to offer an online offering in Vietnam. He would like feedback from the DEC for the draft of the online portal. “If you don’t like the direction we are going, now is the time for feedback.” Jiba is preparing a mock-up or draft of the online portal so that the DEC can get a sense of what it looks like. If Dean Darga gets positive feedback, he will give to the “go-ahead” to the web master so that they can make the portal ‘live.’

Dr. Jacobs indicated that we should leave time for member comments at the end of the meeting.

Motion to approve the minutes from the April 17 meeting, Rosalind Fielder; Dr. Jacobs seconded. The minutes were approved, with the correction.

Dr. Jacobs: We want time to review the shortened checklist to approve courses. We did not do this in April. We will break the folders up by month, rather than by semester, and include in the folders the courses scheduled for approval along with the shortened form of the rubric. We are going to officially use the shortened form of the rubric. [The “folders” refer to the sections of the DEC Moodle site, where information about online course approvals are stored. The folders will be organized and labeled to simplify the process of determining pending course approvals for a particular month.)

We will change the agenda, adding a fifth person; presenting today will be Professor Khan, CMAT 1140.

Online Course Review

Dr. Jacobs. We began with a review of the four asynchronous course approvals: SED 5492 (not approved), and SED 5304 (approved w/condition), PSYCH 4300, PSYCH 4302- with both psychology courses approved. Dr. Jackson and Professor Fielder, and Dr. Chen will provide their feedback about the courses by end of day Tuesday, May 15. Dr. Jacobs will approve based on the DEC committee members’ feedback.

Professor Smith presented Art 2120.

Suggestions – an introduction or orientation with engagement with students, which Professor Smith will add. Professor Fielder asked questions about how copy right material is used in the course. If we include certain content (e.g., articles) on our Moodle sites, we need to insert the link to articles that are in our database, rather than uploading articles on our Moodle course sites. Professor Smith addressed the question regarding the uploaded PDF files.

Dr. Jackson moved that Art 2120 be approved. Dr. Chen seconded. The course was approved.

Dr. Attele, Math 1400

Basic calculus, a service course for the College of Business (COB), in support of the COB online program. There was a motion to approve with conditions – improve the orientation and navigation instructions, fix typos, add links to agenda, add how to contact instructor information, and make explicit what has to be done each week. Professor Fielder moved to approve the course, with conditions. Dr. Chen seconded the motion. Math 1400 was approved with conditions.

Dr. Amaker. ENG 5463

This course will be updated to reflect the online offering. The committee asked that the professor include a rubric for journal responses. At this point, the courses, are not ready for full approval. The English courses were not approved during this meeting because they need additional work. Dr. Amaker will meet with Rochelle Johnson to consult on course design. Dr. Chen made a motion, Rosalind Fielder seconded. The course will not be approved at this time.

Dr. Nazon. PSYCH 4303, 4307, 4308. Dr. Nazon presented PSYH 4303. Professor Fielder discussed how to obtain clearance for some of the readings posted on the course Moodle site. We will need to discuss this further in the future. “The professor is responsible for being copyright compliant,” according to Rosalind Fielder. There was a suggestion that the “Additional Course Materials” section be revised to identify “required” versus “optional” materials. Dr. Jacobs suggested considering ways to reduce the amount of text. Professor Fielder moved to approve PSYCH 4303/5303 without conditions, taking into account the suggestions. The motion was amended with conditions: using hypertexts or more consolidated texts in explanations, rectifying article references, making changes to titles (e.g., required versus additional). Professor Fielder moved to approve the course with conditions specified by the Chair. Dr. Chen seconded the motion. The course was approved, pending conditions. The final changes will be reviewed by Dr. Jacobs.

Dr. Kahn. CMAT Business Communication will be submitted via asynchronous approval. Can we approve these today? Dr. Jacobs indicated that we could not

approve the course today. However, our aim was to approve CMAT 1140 before the end of the month.

Dr. Jacobs asked people to be patient. The head of the Office of Instructional Technology (OIT) recently left the institution. There have been a number of changes. She asked that people be patient as the committee is doing its best to accommodate people's requests.

The meeting was adjourned at 2: 20 p.m.

The next meeting will be on Tuesday, August 21 (3rd Tuesday) at 12:30 in the library (room will be announced).

Minutes Respectfully Submitted,

Joni Jackson

D.E.C. MEETING AGENDA-
May 15, 2018
12:30 p.m. – 2:00 p.m.
4th Floor NAL, Dean's Conference Room

- I. Call to order/ Introductions
- II. Approval of minutes
- III. New Business
 - A. Course Approvals- Last week's asynchronous evaluations results (SED 5492; 5304 & PSYC 4300; 4302/5302)
 - B. New Course Approvals (Please review before meeting):

Smith	ART 2120
Kwasaneh	Math 1400
Amaker (pick 2)	ENG 4383/5383
	ENG 5461
	ENG 5463
Nazon (pick 2)	Psych 4303
	Psych 4307
	Psych 4308

- VII. Unfinished Business
 - A. Approve shortened course proposal evaluation rubric- ***Is it working?***
 - B. Approve minor edits of **DEC contract language**
 - C. DEC thoughts on course attendance/participation policy & Fee structure

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The tuition for distance learning students is the same as off-campus tuition with the addition of a \$50.00 distance learning fee per course that covers telecommunication costs. For more information call 773/995-2960 or visit our website at www.csu.edu/CTRE" From: p. 61 Graduate and Professional Academic Catalogue, 2014-2016

- VIII. Final Remarks
2018-19 Meeting schedule (Third Tuesdays): Aug. 21, Sept. 18, Oct. 16, Nov. 20, (Dec. 18), Jan. 15, Feb. 19, Mar. 19, Apr. 16, (May 21)

VII . Adjournment

