

D.E.C. MEETING AGENDA
May 21, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

- I. Call to order 12: 44
Present: James Kowalski, Miguel Fernandez, Mike Sukowski, Rosalind Fielder, Yvonne Harris, Janet Grange, Prashant Shinde, Alesia Richardson, Debrah Jefferson, and Quintin Williams, w/ Janene Marshall and Rochelle Johnson on Elluminate.
- II. Approval of minutes of previous meeting -- approved with correction offered by Prashant Shinde.
- III. Reports
 - A. Review of Online Education Policies - Alesia Richardson – sent a reminder to chairs, and deans. Most depts. have submitted their approvals. Janet Grange is facilitating. They are now posted on Moodle and listed by Colleges.

Richardson reported that most policies were clear; most addressed the Contract requirements, and DACs. Several depts.: Music, Psychology & Social Work need to still incorporate it. Business Dept. has not yet submitted a policy. —Grange & Fernandez will contact departments which did not mention the Contract and/or DACs. or where a policy is yet to be submitted (Business). Depts. set up requirements for how much a faculty member could teach online—percent of number of classes.

Two programs, Pharmacy & Nursing, do not do any online teaching, nor do they plan on doing so. There are accreditation issues according to Dr. Jefferson. However, they are being encouraged to consider doing so given the trends to move toward online offerings in all programs.

Quintin Williams asked about support from CTRE for both IPADs, and training for online, and a discussion re faculty distribution/support programs. Mike responded that Tablet support is being offered. and that help is available.
 - B. Version 2.3 of Moodle will be implemented for Fall. June 10th CTRE/Moodle staff will start the training. The new version is much more user friendly (we are moving from 1.9 to 2.3.). Courses will be archived in 1.9 and faculty will be given an opportunity to say if they want their course converted to 2.3 A new Instructional Designer will be hired this summer.
 - B. On line Certification Training --Sukowski will facilitate a new program—one begins June 10th with ION rubrics incorporated. He reiterated that this is now required to teach online at CSU, and is part of the Contract.

- C. Online evaluations -- Osika was not present but had reported that approx. 45% of spring semester evaluations had been completed.
- IV. Unfinished Business
- A. Course Peer Reviews -- Fernandez – Reviewed six courses; results will be summarized.
 - B. DEC/CTRE annual report -- Fernandez will finish by end of the week (May 24).
- V. New Business
- A. Online/Hybrid Course Petitions
HIA 4010 Information Management II -- is to be offered as a Hybrid ; The questions which arose are: what is the minimum amount (hours) of face to face contact—and what is minimum for online contact? Dr. Jefferson suggested we perhaps need to create a set of standards re what constitutes hybrid. ie; for an 8 week course, there would be at least 3 in person meetings? (Sukowski suggestion). We have a subcommittee working on this, and will try to address and bring to the committee by August meeting.
 - B. Hybrid and online courses approval procedures are under Dr. Rowan’s – Curriculum Changes committee. DEC will review all the course submissions as part of the sign-off on the new electronic routing form. (Miguel represented DEC at this committee, and made sure DEC was a part of this process).
 - C. DEC officer election results:
Miguel Fernandez was re-elected as Chair, Janet Grange was re-elected Vice Chair and Kathleen Haefliger also re-elected as Secretary.
Jofez Stec. Pharm.D. – will be replacing Janene Marshall! Liz Osika who represented the union, will not be continuing.
 - D. 2013/2014 DEC Membership -- Miguel will be sending to the secretary.
 - E. 2013/2014 DEC Meetings Schedule
- VI. Open Discussion: The timeline regarding a request or submission for DEC and/or Hybrid approval of online courses is basically 1 year before the course would be offered, in October of the previous fall semester. Online coordination with Chairs is always important (communicating changes) esp. if students are switched from in person to online. Regarding the maximum number enrolled in an online course: the guideline is twenty; but one faculty reported she had 40.
- VII. Adjournment

Next meeting: August 27, 2013 at 12.30 pm in LIB 301