

DISTANCE EDUCATION COMMITTEE  
November 8, 2011 MINUTES

The meeting was called to order at 12.35 pm. Nobody was attending the session online.

Members present: Grace Adams, Floyd Banks, Taneka Douglas, Miguel Fernandez, Rosalind Fielder, Debrah Jefferson, Ross Johnson, James Kowalski, Janene Marshall, Jon Patterson, Barbara Price, Sonya Ratliff, Kreola Rigsby, Michael Sukowski, George Williams.

- Approval of October 11, 2011 DEC meeting minutes: Motion by Janene Marshall, seconded by Debrah Jefferson, to approve the October 11, 2011 DEC meeting minutes.  
Ayes: 11, Nays: 0, Abstain: 0  
Motion carried
- James Kowalski introduced himself. He is in charge of planning, facilitating and assessing the faculty development activities presented by the CTRE. In addition to this, he is also responsible for the creation, publication, and maintenance of the CTRE's website, newsletters, and portal presence.
- Approval of Bylaws revision: Debrah Jefferson had a question about the membership section of the by-laws (division of continuing education). It was clarified that the number of members will drop from 15 to 14, as the division of continuing education will not be in place. Rosalind Fielder had the proxy for Steve Rowe, who had some questions:
  1. The use of CTRE instead of Office of Distance Learning in the Bylaws. It was discussed that CTRE is not part of the contract language. Michael Sukowski indicated that it was included in the memo of understanding and a report to the provost. Technically, for an office to be in place, it needs to have a director. Debrah Jefferson confirmed the information and mentioned that in the bylaws we can add that the Office of Distance Learning is used in lieu of the CTRE. Alternatively, we can also add both (the Office of Distance Learning, which is part of the CTRE). Adding asterisks and/or parenthesis stating that the name has changed can also be done.
  2. It is not clear whether the union representatives need to be faculty members. Debrah Jefferson indicated that the union has always selected faculty members, and that is what the contract says. The bylaws don't supersede the contract.
  3. Graduate Studies Council. The Graduate Council has changed, but it does exist.
  4. Why does the union select representatives? Debrah Jefferson stated it is in the contract.

George Williams presented two options for Section IV Meetings.

1. Option 1: A quorum for ordinary meetings shall constitute a majority of those present and voting. Written proxies may serve to constitute a quorum.
2. Option 2: A quorum for ordinary meetings shall constitute a majority of the membership. Written proxies may serve to constitute a quorum.

Debrah Jefferson rephrased the options by clarifying “the majority of the members or the majority of those present.” Rosalind Fielder stated that we have not had the opportunity to see if having the meetings via Elluminate would work in order to increase the number of members present.

Members voted on the option to include in the bylaws:

- 10 in favor of 1 Option 1

- 1 against Option 1

Option 1 passed.

Debrah Jefferson indicated that union appointees need to be faculty. Miguel Fernandez pointed out that Section V appears twice. The numbers of the sections need to be revised.

Motion to approve the new bylaws.

Ayes: 11, Nays: 0, Abstain: 0

Motion carried

- George Williams announced that all Online courses on the English Department are being cancelled and changed into Hybrid courses.
- Approval of Online/Hybrid course proposal process: Michael Sukowski indicated that there are examples of courses in which the instructor only posts the syllabus on Moodle. The CTRE has come up with a document based on best practices from Illinois Online Network and many of the recognized institutions that have set national and international hybrid and online courses. When a new course is presented, it needs to follow the same procedure as any regular course. If the course is online or hybrid, the instructor will complete the online certification training. Course content is approved by the department chairperson, and the design by the CTRE board. This is for both existing courses that are modified and courses that are new. After the course is taught for the first time, the faculty member and the CTRE advisory board will evaluate the course (not only content, but other aspects such as discussions and office hours). George William added that faculty need to show evidence that their online courses are modified and improved.

It was asked if responding to email would suffice as office hours. Debrah Jefferson indicated that we need to have documentation that we are maintaining

office hours. Michael Sukoski specified that the CTRE needs to get the sheet signed for the courses that are going to be taught in the Spring.

Motion by Barbara Price, seconded by Janene Marshall, to adopt the Online/Hybrid course proposal process (changing Arabic numbers by letters):

Ayes: 9, Nays: 2, Abstain: 0

Motion carried

- Presentation by Online Laboratory Classes Consortium: Invited faculty members gave a presentation about the use of a lab in a Biology online class.
- The meeting adjourned at 2 pm. There were some items in the agenda that were not discussed due to time constraints.