

Chicago State University
DISTANCE EDUCATION COMMITTEE

MINUTES
Nov 27, 2012

PRESENT: Daniel Block; Miguel Fernandez, Chair; Rosalind Fielder; Janet Grange, Vice-Chair; Kathleen Haefliger, Secretary; Rochelle Johnson (for Theo Garth); James Kowalski, (*ex officio*); Alesia Richardson; Prashant Shinde; Elizabeth Wanka; Constance Wright
Via Elluminate: Enrique Duncan; Janene Marshall; Liz Osika,

The meeting was called to order at 12:40

READING OF MINUTES

Minutes of the Oct 30, approved as distributed & recorded.

Reports:

A. Student Online Survey – Enrique (via Elluminate) -- J. Grange worked with Enrique, and they are still working out a meeting schedule. Will send as soon as it is available.

B. Policy/Procedures for Proctoring: (committee consists of J. Grange, D. Jefferson, and A. Richardson) Committee has not met, however, Grange researched this area, and found massive amount of information re proctoring. There are a variety of approaches. Some institutions provide proctors, others allow student to go to a Proctor School. CSU is currently listed as offering a paper-based exam (needs to be updated). There are listings on the State of Illinois website (need URL) for Proctor Centers. Schools close to us include Prairie State, which charges \$15 per exam, and South Suburban Colleges which charges \$25.00 Grange found that at most institutions it's based on the Instructor wishes and arrangements.

C. L. Osika reported on the HLC visit. She informed the committee of the type of support we provide, esp. our OCT course. She also discussed the sustainability of program and volume of classes. HLC committee seemed fairly happy with responses to questions. In a later student meeting nine students from DEC classes told the HLC about their DEC experiences, and indicated they were satisfied. Osika felt that this meeting went well. Rochelle Johnson provided data on online courses & research data on the plans for future online programs. Osika reported that they asked about data we did not yet have: Completion rates -- how many registered & then how many got a passing grade. A member requested that we post the available stats/data onto Moodle for DEC. Osika suggested these figures could be part of M. Surkowski's end of semester report, and include course evaluation summaries. The HLC committee also inquired about fees. Osika reported that for both hybrid and purely online currently we charge a \$50.00 fee, but an additional fee for hybrid courses is in the works.

Unfinished Business

A. Faculty Prof. Development: There are some modules not covered in the (Online Faculty) Online Certification Training (OCT). There are long range plans to create another course with pedagogy & assessment; impression was that this course would be optional, and those completing the module would be awarded a certificate.

B. (Fernandez) Welcome message and notifications for students who register in online courses—with all the housekeeping information on how to get online, etc.

The **Illinois Online Network** at U of Illinois provides a welcome screen (page) as soon as a student registers. (Fernandez will ask ION how they generate such a welcome). M. Fernandez shared his registration for a course (MVCR) he is taking, as an example. Block suggested that for ALL courses we send such information. Enrollment Services should try and get this kind of welcome/ with all housekeeping details of your course sent out for each course a student enrolls in each semester. Miguel will invite Enrollment Services /Banner to our December meeting. L. Osika wondered if we had the technology to offer this kind of notification. P. Shinde felt a registration welcome could be done by Fall 2013, and the committee would need to come up with a workflow document.

New Business:

A. (Constance Wright from the Provost's Office). Wright laid out the procedures for routing workflows when creating new online courses; She outlined what needs to occur and who needs to approve it (If you get approvals course by course—we run the danger of having 50% of CSU courses in a dept. offered online. And by HLC definition, 50% of a department's offerings can lead to an online "degree Program" without official submissions and HLC approvals. The Provosts offices is trying to make sure we have adequate controls so that by HLC definition we do not package a course sequence that could then become an online course certificate, or degree.

James asked if any department had reached this threshold? Ms. Wright answered not yet, but she read us HLC Definitions for Hybrid Courses and full Online Courses.

B. Online Course Evaluations (Osika)

Online evaluations will be available starting Nov. 26th. Members raised the question of who is able to complete the online evaluation? That is: how much content must a student participate in to be eligible to do an evaluation (not just someone who registered, did little or no work, but did not drop, so still receives the link to do the evaluations). Osika stated that data for being sent an evaluation form was pulled from Banner as of Nov. 5th. 19,725 form links were sent out. To eliminate the concern mentioned above, it was suggested that instructors should take those Not participating OUT of a course; this is an instructor's privilege and right. Some faculty stated however, that an instructor cannot drop students after a very early date in Sept – student must initiate withdrawals after that. Others suggested there was a way to remove non-participating students.

C. Moodle Updates: R. Johnson reported that Spring 2013 courses will be available by Nov. 27th in Moodle. In the past Elluminate videos were missing when Moodle got updated—this will not occur in the future (a permanent patch has been applied to Elluminate to make sure older Elluminate videos do not go away when updates in Moodle occur—according to Theo). Moodle will update to 2.3 or 2.5 in the summer of 2013. How things function and what tools are available will be quite different, with major changes and new features. Osika suggested we need to alert users before the changes are effected; she suggested that a subcommittee of the DEC assume the task of advertising the changes, and making sure faculty save and update their content to be compatible.

VI. Training Video—Part 1: State Authorization: Strategies for Online Providers. (viewing postponed to a later meeting).

VII. Open Discussion: P. Shinde (ITD) reported that if a student has signed into Cougar Connect—they can click on Moodle & do not have to log-in again.

Fernandez asked if it is possible to have a link to Moodle on the CSU Home page? After some discussion it was decided that the link can be put in the drop-down Quick Links section.

Johnson for Garth – Motion to adjourn at 1:55 which was 2nd by R. Fielder.

Next meeting is December the 18th – 12:30 pm.