

OCTOBER 11, 2011 MINUTES

The meeting was called to order at 12:32.

Members present: Grace Adams, Miguel Fernandez, Rosalind Fielder, Janet Grange, Janene Marshall, Barbara Price, Sonya Ratliff, Steve Rowe, Michael Sukowski,

A quorum was not present since some members arrived late and others had to leave before the meeting adjourned.

Issues discussed:

1. By-laws revision

Miguel Fernandez and Rosalind Fielder presented the revisions that had been made to the by-laws. Members provided feedback to the revisions, and some questions were addressed for the final review.

2. Membership

Jon Patterson was not in attendance, so this item was tabled for the next meeting.

3. Proposed Course Review process for online and hybrid courses

Michael Sukowski said that they are still on checking on the course review process for online and hybrid courses and working with language from the contract.

4. Progress of online evaluation software

Michael Sukowski announced that there was a meeting last week. The IT department is going to allow purchasing software that will be piloted. This software will be integrated with Moodle. He will send information about this to everyone.

5. Clearing CSU email inboxes

Michael Sukowski reported from Theodis Garth, who is working on this. He will forward the information to all the members. Emails are being received late, and this has become a problem.

6. Web-based information literacy

Steve Rowe will be meeting with George Williams to work on this. Michael Sukowski indicated that it already exists and is available in the library website.

7. Open Discussion

There was some discussion about evaluations, how they are going to be presented and when. It was announced that the pilot group would receive gift cards. Students who complete the evaluation can win a gift card.

The meeting adjourned at 1:16 p.m.

Miguel Fernandez, D.E.C. Vice Chairperson