

D.E.C. MEETING MINUTES
September 1, 2015
12:30 p.m. – 2:00 p.m.
LIB 301

- I. Call to order: Meeting called to order at 12.37 p.m.

Present: Canalini, Carney, Fernandez, Haefliger, Richardson, Sukowski,
- II. Approval of minutes of May meeting. Motioned to approve minutes by Canalini and seconded by Haefliger with some minor changes.
- III. Reports
 - A. 2015/2016 DEC Membership. Fernandez presented the 2015/2016 roster of members for the DEC. Some members from last year have left the institutions and others will not continue to be part of the committee. New members need to be recruited. He indicated he will send an announcement to Sukowski to be distributed to all faculty via Moodle.
Since Fielder will not be a member of the committee this year, Haefliger will be the secretary.
 - B. 2015/2016 DEC Meetings Schedule. Fernandez presented the schedule of meetings for the remainder of the academic year. We will continue meeting on the third Tuesday of the month on the following dates:
 - 1. September 15, 2015
 - 2. October 20, 2015
 - 3. November 17, 2015
 - 4. December 15, 2015
 - 5. January 19, 2016
 - 6. February 16, 2016
 - 7. March 22, 2016
 - 8. April 19, 2016
 - 9. May 10, 2016
 - C. CTRE Update. Sukowski announced that Callery left the CTRE in June and Edinburg is now the Interim Director of Counseling, so the CTRE has left two staff members. Haefliger asked about having a replacement for the people CTRE lost and Sukowski stated we can't until there is a budget.
Sukowski stated the CTRE will still be providing professional development for the advisors.

We are offering the OCT on a regular basis. A special session of the OCT was offered because some faculty were assigned to teach online in August.

Sukowski expressed his concern because students are directed to the CTRE when they call the Helpdesk to ask for their username and password.

- D. Moodle Updates. Sukowski stated there are no issues with Moodle. The University paid for it. However, we are waiting for the payment for Big Blue Button to be made. It can be used, but videos cannot be archived.

Sukowski will have a meeting with abilities office to see how we can use Moodle to support students.

IV. Unfinished Business

- A. Updated guidelines for online and hybrid course approvals. Fernandez stated we need to update the guidelines for online and hybrid course approvals. At the moment we are asking faculty to prepare two modules on Moodle that are presented to the committee, but it is now time to reconsider what protocols we want to implement, especially to differentiate between online and hybrid courses.
- B. Checklist for online and hybrid course approvals. Fernandez stated we need a subcommittee to prepare a checklist for online and hybrid course approvals. This checklist will be used for the DEC to revise the courses that are being presented to be approved and for the faculty to develop the materials that will be presented to the committee.

V. New Business

- A. Process for Approving Online Programs. Sukowski stated Illinois is now part of SARA. IBHE has not sent anything out, but to have programs approved either the state or the institution have to ask the state of the student if it is ok to register them. We were approved to offer three online programs. One has 20 students enrolled. Sukowski has been contacting the neighboring states. We have now to follow IBHE protocol to contact other states.
It was discussed that Psychology could be one of the next programs to be offered online. It was stated that the College of Business is working on an MBA approval. It will probably be offered online.

VI. Open Discussion

It was discussed that students should receive an automated message with information about the hybrid/online course when they register. Sukowski explained the process of how students are transferred from Banner to Moodle.

Canalini proposed sending an email to faculty offering support on Moodle. Fernandez stated we could prepare a satisfaction survey for

online and hybrid faculty which could help us identify areas where they need support. He would try to bring ideas for the next meeting.

Fernandez motioned to call the meeting to adjourn at 1.24 pm and Canalini seconded.

Respectfully submitted by
Miguel Fernández
Distance Education Committee Chair