

D.E.C. MEETING MINUTES

September 23, 2014

12:30 p.m. – 2:00 p.m.

LIB 301

- I. Call to order: Meeting called to order at 12:39pm.

Present: Michael Sukowski, Miguel Fernandez, Quintin Williams, Kathleen Haefliger, Jozef Stec, Theo Garth, James Kowalski, Robin Hawkins, Enrique Duncan, Prashant Shinde, Rosalind Fielder, Araceli Canalini (Union Rep via elluminate for fall semester).

- II. Approval of the minutes from the August meeting. Motioned to approve minutes with small adjustments by Jozef Stec and seconded by Prashant Shinde.

- III. Reports

- A. **2014/2015 DEC Membership.** Fernandez contacted all Deans and Chairs to find employees to fill Distance Education Committee vacancies. Stec asked the question: Does the function for the Adhoc and Vice President pass to the new union representative? The consensus was for this answer was no.
- B. **Moodle Update.** Garth discussed how CTRE is still working with Remote Learner. That Global Chat has a separate cost and isn't compatible with our current version of Moodle. The other four programs will be functioning as of this week. A student FAQ section has been added to the Moodle home page. Summer session courses are now closed. Instructor training is coming soon but ORG course is provided as an instructor resource course if one can't get immediate assistance from CTRE.

- IV. Unfinished Business

- A. **Administrative Readiness for Online Programs.** Dr. Carney will update later.
- B. **Awards for Outstanding Online Programs.** DEC is currently looking for a chair for the Adhoc Committee, according to the bylaws we have the members. Jozef Stec has agreed to Chair the committee.
- C. **Appendix G Review.** Many suggestions and revisions were made. Kowalski asked are students required to be online at a certain time (Course Modalities pg 164), Hawkins spoke about how participation points should be an instructors prerogative, Shinde questioned if professors were requiring attendance for the synchronous sessions, Fielder stated that students should be made aware of the synchronous

sessions, Haefliger mentioned that these sessions should be included into the course syllabus. Kowalski suggested that this information be added in Appendix G perhaps on pg 166 III (c).

Hawkins suggested that the threshold of 30% online for hybrid courses should be included. Shinde thought that a good place to include it would be on pg164 (4). Williams questioned if the 30% online threshold for hybrid courses would be enforced for approval. Stec questioned can we work around this. Haefliger believes that faculty will go to hybrid/online more often in the future so that we should find a way to fast track this course approvals. The issue is the course fees. Shinde questioned if there was a state definition for a hybrid course. Fernandez answered that we searched everything and found no specific definition. Hawkins re-emphasized that the threshold was necessary for instructors to know how to proceed with course approvals. Mention was made that courses approved as face to face format that will be converted to an online/hybrid format require presentation, revision, and approval from DEC before being offered. Williams questioned, does DEC become the end of the approval process for already approved face to face courses that are being converted to a distance education format. Stec proposed that we create a new form to address this. Fernandez planned to contact Dr. Rowan concerning this. Hawkins stated that confirmation should be provided in both forms.

A change on pg 165 on DEC b. should be changed to CTRE staff and one voting member. Kowalski asked if there were specified policies. Fernandez added that the departments had sent their policies and that they are posted to the DEC website. All future revisions to Appendix G should be forwarded to Miguel Fernandez. A change

V. New Business

Tabled to next meeting.

- VI. Fielder motioned to call the meeting to adjourn and Haefliger seconded the motion at 2:01 pm.

Respectfully Submitted by

Dr. Quintin L. Williams Jr.

Distance Education Committee Secretary