

Chicago State University
DISTANCE EDUCATION COMMITTEE
MINUTES
Sept 25, 2012

PRESENT: Miguel Fernandez, Chair; Janet Grange, Vice-Chair; Michael Sukowski, Theo Garth, James Kowalski, Yvonne Harris, Debrah Jefferson, Enrique Duncan (student representative) and Kathleen Haefliger, Secretary,
Via Elluminate: Janene Marshall, Liz Osika.

CALL TO ORDER

The meeting was called to order at 12:15 pm

READING OF MINUTES

Minutes of the August 28th were distributed. Minutes approved as recorded.

Reports:

- **Distance Education Report (Miguel Fernandez)**

Dr. Miguel Fernandez has sent a letter to all Deans/Chairs regarding the proper procedures for offering and scheduling online courses. The letter outlined how to develop and present new online courses, and reiterated the requirement of taking the Online Certification Training (OCT). Also requested the Deans/Chairs sent their completed report, with Oct. 1st, 2012 deadline per the contract.

Dr. Yvonne Harris asked if we have an automatic notification before a contract can be completed for new hires viz a viz online teaching and OCT. Not currently, but we should work with the Provost so that certification of OCT is required. Chairs/Deans are under pressure to fill courses. One problem is OCT is currently only open to currently hired CSU faculty-- but if specifically in situations where they hired only to teach online, the hiring/certification package. Yvonne suggests the committee develop a package, esp. for those who have never taught an online course.

A member raised the question if it was possible in the future to offer OCT to potential faculty hires? Current practice (Sukowski said) is if someone has had previous experience we will work with them to take OCT concurrently while they teach their first course(s) here. There are other Illinois online certification programs (at other Universities).

Dr. Harris proposed if teachers are hired for Spring, for example, can we put in place a requirement that they get OCT certified previously to finalizing the contract. Discussion included suggestions that the four CTRE staff could run additional “on demand” courses—and also those who have graduated & done well could run additional OCT sections.

Dr. Yvonne Harris moved that we convey to the Provost or Provost’s representative a request that the Provost ensure that as part of a new faculty hire’s contract there be a stipulation that the OCT course be completed before the contract becomes finalized. Dr. Fernandez seconded and the **MOTION** passed.

- **IT (Prashant Shinde)**

New Interim CIO reported on the collaboration between DEC & IT. He reviewed current Projects:

1. First priority is a network refresh, and IT is installing new switches that can upgrade from 100 Mbytes to move towards 1 GB speed delivered to each desktop — the end of November is the target completion date, and Windows 7 is going to be installed across campus.

Kowalski asked for an update on CTRE's teaching Room 144. Currently upgrades are very cumbersome with each computer needing to be individually reimaged. To solve these issues Mr. Shinde indicated he would be happy to meet individually with groups to address such issues.

2. ITD is also going to upgrade to Dark fiber & data migration to expand bandwidth for more efficient connectivity.
3. ITD Servers are being moved to Cook bldg (from Douglas) and there is going to be a set of backup servers off the main campus in Cottage Grove—this will offer redundancy of servers, and is an important feature to maintain full connectivity and service.

- **Student Honor Code (Mike Sukowski)**

This action was initiated by the HLC Steering Committee – Statement adopted is for Online students (Attorney Hawkins is working with HLC) This should be Posted on Moodle – but of course, such a statement should be included in ALL SYLLABI – along with an abilities office statement. Every student must receive this information. Mike read the statement: (summarized here)

Completion of assignment -- No cheating— no having others do work for them. Verification of students is perhaps as easy or easier online, then when an “in class” student turns in work that has been purchased or they got others to do the work for them. Mike felt that this Honor Code wording should be in the Student Handbook. -- See New Business below:

Dr. Jefferson suggested this issue be referred to the Faculty Senate and/or the Academic Affairs/Curriculum Committee. HLC is recommending a Model which perhaps should be part of the Front (web) Page Requirements of Moodle. Dr. Jefferson made a motion to this effect, and it was seconded by Fernandez. **MOTION** passed.

- **Faculty-Student workshops (James Kowalski)**

CTRE staff reviewed the current instructional offerings including twice weekly Moodle workshops covering a different topic each week. Flipped classes and best practices in Hybrid learning will be present in Nov. Theo Garth is also doing Technology workshops.

Unfinished Business

- **Membership-** Fernandez has solicited members and handed out a Membership Roster. Also he requested alternates – send him an Email.
- **Meeting Schedule** Regularly on the 4th Tuesday of each month. List of meetings posted on Moodle. Reminder that the Oct. 23rd meeting is being changed to **Oct. 30th**. (at M. Fernandez’s request and approved by the membership).
- **Online Course Review Standing Committee:** M. Sukowski indicated that the committee is still forming & getting started. He indicated he would be sending out training dates and a video to review.
- Online education should be mentioned in departmental DACs.
- Online Student Verification – discussed under Student Honor Code.

New Business

- **Student Online Survey**
Fernandez suggests we do another survey—Duncan our new student rep, talked about his experiences with online courses. He has taken a number of Online courses & enjoys them. He likes the freedom to do the classwork when he chooses. Overall his experience has been wonderful, and he’s found that faculty do hold office hours and are always encouraging.
Regarding technology gissues, Duncan related that when he’s used Internet Explorer as his browser it crashes when using Moodle Theo suggests that we tell the Professors to ENCOURAGE their students to use the Firefox browser, and to put this information prominently in their Moodle pages.
Background on surveying students: The last time a survey was distributed DEC received approximately a 40% response from the 3800 online students.

ACTION ITEM: Volunteers Yvonne Harris, Janet Grange and Prashant Shinde agreed to prepare a new online Survey as members of the Student Online Survey Subcommittee. They will try to prepare for the October 30th (next) meeting. –The survey link should be sent to professors for posting in their courses.

Yvonne Harris suggested we make sure faculty have the correct information to “Import” their previous Course shells, and that faculty GET the info about set up requirements— e.g. Firefox browser – LINKS to support info. You can then drop your course content into the course slot. We could probably work with both the Publishers (who are happy to provide tech support, since it forces students to purchase their online text book), and CTRE to effect these changes.

- **A and D tabled to the next meeting**
- **Syllabi for Online Teaching** – Discussed partly within Student Online Survey above.

Adjournment

Dr. Jefferson made the motion to adjourn; Harris seconded. The meeting adjourned at 1:35 pm.