<div align="center">

Chicago State University
DISTANCE EDUCATION COMMITTEE
MINUTES
August 27, 2013

</div>

PRESENT: Miguel Fernandez, Chair; Janet Grange, Vice-Chair; Michael Sukowski, Theo Garth, James Kowalski, Jozef Stec, Dr. Quintin Williams Jr., Rosalind Fielder, and Kathleen Haefliger, secretary. No Elluminate participants.

CALL TO ORDER
The meeting was called to order at 12:35.

READING OF MINUTES
Minutes of the May 21, 2013 meeting were approved with minor corrections.

REPORTS

A. **2013/2014 DEC Membership:**
Miguel handed out a chart of the membership, indicating the appointment area of each representative, and the name of the primary and alternate rep. Quite a few representative slots are unfilled. Miguel will contact departments to get these filled. Stephanie Suttles has indicated she will not be continuing on the committee.

B. **Meeting Dates:**
Like last year the meetings will be held the 4th Tuesday of each month, at 12:30 pm in CTRE Library 301.

C. **DEC Budget for 2013-14:**
Michael Sukowski gave a detailed rundown of the DEC/CTRE budget. For DEC $311,000 was allocated, of which 200,000+ is already spent or committed in contractual spending. He also announced that Ms. Rochelle Johnson is a Program Specialist, a new professional position in the dept.

D. **Moodle Upgrade (Theo Garth)**
During the summer Moodle was upgraded to update 2:3. Faculty have had some adjustments to the new interface, but were managing. Miguel Fernandez stated that the tutorials by CTRE embedded online were very helpful. Large files proved a challenge in faculty moving their files from one version to the next, esp. PDF and video files. Large zip files do not move easily, but Theo can help with these. CTRE/DEC will offer more training, and advanced training will be offered later.

E. **Online Certification Training:**
There are currently 108 faculty who have completed OCT, training and 47 who have begun, but not finished. Several are working on it currently. Sukowski allows six attempts. He also distributed a page of a tenured faculty member who is teaching a DE course, but it does not meet the minimum requirements. When he contacted the chair of the department, there was no real recognition of what the minimum requirements should be.

F. CTRE Workshops – James Kowalski.

    James distributed a list of the many upcoming workshops being offered, including a Scholarly Communications workshop on 9/23/13, and a grant writing workshop in October, among several others.

UNFINISHED BUSINESS

A. Course Peer Review Plans- 2013-14

    Miguel discussed the need to further develop a plan; the target is to get 10% of the DEC offered courses reviewed this year. For the course peer review process, Dr. Westbrooks had requested that members from each college be represented on the review committee, and the committee is still developing what criteria will be used for the peer review process. Currently the committee felt it did not have the authority to actually stop courses even if they did not meet the ION requirements. A motion was proposed "if a course does not meet ION/DEC requirements, a letter be sent to the Chair/Dean stating that it is the recommendation of DEC/CTRE that the faculty member not teach online any more." There was further discussion, and it was felt that before this step, it was necessary to know and keep track of student complaints. Motion not called for a vote.   Students tend to complain abut communication issues, or they cannot locate (find) their assignments. It was suggested that within Moodle a course shell that contained a complaint form be created. Currently Mike's procedure re complaints is to report to the faculty member the student complaints. If there is no response he has a standardized procedure to escalate the problem upward. Such complaints could be escalated to the Chair/Dean if not addressed. Complaints will always be anonymous; a database of complaints will be created and become part of the course shell. But first, the instructor of the course will be notified and given a change to address or fix the complaints.

    In this regard it was suggested that the New Provost become aware of these issues. She will be invited to meet with Miguel and Mike, and will be made aware of the requirements in the Contract, Appendix G.

B. Hybrid and online Course approval Procedures:

    These procedures have been covered in previous committee meetings, but now Dr. Rowan (Office of Assessment) will be added to the program review sign off procedures and forms.

C. Proctoring Services:

    Four companies are being considered to establish online Proctoring Services: Proctorcam, Respondus Monitor, Innovative Exams, and Software Secure. Mike reported on a program established by the College of Business, which is allowing remote proctoring of students. CSU is a test site for this service, and students are not necessarily CSU, but arrive from throughout the region. There is a monitored computer setup established adjacent to the Learning Assistance Center on the 4th floor of the library. Currently we pay no costs to serve as a test site, but students pay approx. $125.00 to take their exams via this means. Google "Innovative

Exams" to look at the features of this company's programs.

Theo Garth also mentioned that within Moodle itself there are also some features, including Java security features that do not allow for copy/paste features. There is also a "Safe Exam Browser" in Moodle, which must be downloaded unto a users computer.

NEW BUSINESS

A. DEC Website:
According to state online guidelines every university is expected to have a Distance Education website, and which will include the minutes of DEC meetings, available for public view (directive from Dr. Rowan's office). Miguel is working on creating our Website**.**

B. New Online Student Training (Student OCT) – tabled for a future meeting

C. SCBTCI
This stands for SCB- Training Center: This company offers six course certification training, in various subjects. The contact person for this proposal is Michael Sukowski. The company will certify compliance training. We would provide the Moodle platform to take such training, and SCBTCI would provide the content and teaching. Chicago State would retain 60% of the tuition, when students enrolled and completed classes. We think we would need HLC and IBHE notification (and approval?) if this program were implemented.

Meeting adjourned at 2:00 pm

\