I.   Call to order
        Janet Grange called the meeting to order at 12:45 pm

        Members present: Janet Grange, vice-chair, presiding. Rosalind Fielder,
        Jozef Stec, Paula Carney, Nancy Grim, Robin Hawkins, James Kowalski,
        and Kathleen Haefliger, secretary.

II.   Approval of minutes of 2/25/14 meeting   Paula moved - Jozef second.
        Correction under open discussion comment from Paula Carney that only
        programs that are approved by HLC for online delivery can grant online
        degrees and otherwise students not in approved online programs will not
        be awarded a degree. Minutes were approved as corrected

III.   Reports
        A. Moodle (Theodis Garth)
        On the Horizon is a maintenance update for "Turn It In." It will be off line
        April 5th (Sat.). We use Moodle 2.5, but Remote Learner (our host),
        suggested we could upload to 2.6.   We plan to do this the end of spring
        semester. Two-point six incorporates better functionality, and a better
        grade book. It will also allow restoring courses that have up to 4.6 gigs.
        Support efforts this last month included a few grade book issues along
        with normal inquiries.

        YouTube channel is up and running – where certain videos are available.
        James suggested that you can find webinars sponsored by Moodle.org.

        B. OTE and OCT (James Kowalski)
        OTE—Completely optional Online Teaching Excellence, the new initiative,
        is in its pilot run. Eight faculty are enrolled and everything is going very
        well. OCT is finishing, and a new section will start March 31st taught by
        Rochelle Johnson.

        C. Online Graduate Degree Programs meeting (Paula Carney)
        Dr. Osika had a meeting in Nov. in which the group identified issues to be
        solved before we can offer fully online graduate programs. Dr. Carney
        held a follow-up meeting on March 14 – and made a list of all aspects that
        impact the student. These included:

      i.   Banner Coding needs to be fixed to identify the students as online in a program.

    ii.   Curriculum roll-out. Everyone in MS. Ed is online; while the Ms. in Tech & Ed. will not be online until the program name change is HLC approved. MS. in Info. Sciences will not be a totally online program, but a hybrid, until they achieve their accreditation.   And, there are plans for a Ms. in Phys. Ed. Which is being lead by Dr. Sarah Buck?

   iii.   What happens if a student moves out of state in the middle of their program? The degree is "Where" it is awarded. Currently, DEC has an instance of an online student who moved to Georgia, and now we need to have approval to grant degrees in Georgia. We need to take care of the legal requirements wherever students are living. Reference SARAH

   iv.   ID Cards: We must come up with an "Online solution" –as of now an Online student would not have the credentials to go into a library, or check out materials. It might be possible to have digital ID's (perhaps shown on a cell phone—as an app). Authentication issues are a problem.

    v.   There are also student services processing issues – related to CSU regulations. If someone wants to withdraw—they CANNOT do so online, as our requirements "make" them do so in person. This issue must be solved.

   vi.   Regarding the abilities agenda— Issues are over what we provide, and what is required to ensure students with abilities issues can use the websites to accomplish their online classes.

The group will meet again in three weeks to address these and other concerns.

IV.   Unfinished Business
    A. Distance Learning Planning Tasks
        i.   Student Authentication (Grange and Fernandez) - further information to be forthcoming.
       ii.   Ability Services: Dr. Grange discussed distance ed. related services with the Head of Abilities, Ms. Sandra Saunders – including problems with the interface. Issues identified included problems because students could not register through Banner. Dr. Hawkins noted that the student makes the decision whether they need accommodations or not. It is recommended that we have a set of guidelines/ or recommendations that accommodate the student's needs online—instructor needs to make the accommodation adjustments based on interviews with their enrolled students, and the form students filled out with the Abilities Office. There was extended discussion among several participants

regarding solving the problems related to handling students with abilities needs. James Kowalski asked what the general expectation for online accommodation is. In OCT – there is ADA accessibility training. To address committee concerns it was suggested we invite Ms. Saunders to a DEC meeting.

iii. Awareness Training (throughout the University) regarding offering Distance Ed classes (Robin Hawkins)
Robin Hawkins felt awareness training needed to start with the Vice-Presidents offices, (and assoc. V.P.'s); she also noted that H.R. Human Resources) has a trainer. Important issues include   1) notice and introduction that we are having online programs. 2) What are the new protocols or practices that the units (Academic and Admin Depts.) will need to be trained on? 3) Is there specific software and/or skills that individuals in the departments will need to be trained on. She felt H.R.'s enrichment center can help in types of online training, e.g. data entry, communication, email skills.   There may need to be review of job descriptions to incorporate the digital communication, etc.   4) Need to have a standard or chart of protocols that will provide guidelines for online interactions, and in-face communications. Within the colleges (all academic departments) personnel need to be made aware of online classes. Hawkins next will meet with trainers and administrators to further this agenda.

iv. Online Preparedness Instrument (Mike Sukowski) – no report-

v. Online Tuition and Fees (Robin Hawkins)
R. Hawkins reported she has tried to raise this issue in the Tuition and Fees meetings this spring—but they did not get to the topic of online yet. Tuition is an issue – per the Tuition in Truth Act (Illinois law) 120 hours or 5 years applies to undergraduate tuitions. Currently CSU has no differentiation between online or in-person tuition. There has not even been a discussion if there should be fee differentiation.   Graduate students are not under this program. Hawkins is requesting that the Tuition & Fees committee prioritizes this issue The $50.00 technology fee gets sent to the CTRE account—and pays for Moodle hosting fees.

vi. Faculty Support (Williams and Grim) – no report

B. Course Peer Review (Nancy Grim)
Miguel Fernandez has asked Nancy Grim to take over this committee. She needs a list of current online faculty/classes – so we can ask for volunteers to undergo this process. A committee to evaluate the courses also needs to be identified. This group would be a pilot run

and would not (yet) have any punitive effect. The plan is that the ION rubrics become the criteria for evaluation and these will be converted into a 3 point tool.

C. Awards for Outstanding Online Instructors (Rosalind Fielder)
Prior to this meeting R. Fielder sent examples of current awards for online teaching were sent to the Chair;   it was suggested we draft an award similar to these examples, and have faculty who have been teaching online to be on this committee.   We could begin the process for our campus.   R. Fielder will supply these examples and send out a call to the entire DEC committee. – looking for volunteers.

V.   New Business
A. Inactive online students (initiated by M. Fernandez).
There are students who just stop attending class- and what can a faculty member do to handle such students? Currently at CSU a faculty member cannot withdraw students who are totally inactive. The Registrar does not allow faculty to initiate the withdrawal process. Academic warning grades can be assigned so that they become withdraws, but this method only is possible for undergrads. The paperwork for warnings at weeks 4, 8 or 12 week academic warning provides a non-attendance withdrawal box. It was noted that the final withdrawal date this semester is Friday, March 28th – and this is posted in the Academic Calendar. A suggested solution would be that the Registrar sends a notice to all teaching faculty at the 12 week time – and that this Final Withdrawal be noted on the Academic Calendar. Regarding attendance, it was pointed out that current rules for in-face non-attendance can be applied to online attendance: e.g. 3 weeks of non attendance can be defined as not actively engaging in the course such as not logging in, not responding to emails, etc. for that time frame.

VI.   Open Discussion (no time for further discussion).

VII.   Adjournment
Motion to adjourn was called by R. Fielder, and seconded by N. Grim at 2:05 pm.

Next meeting: April 22, 2014 at 12.30 pm in LIB 301

Respectfully submitted

Kathleen Haefliger
DEC Secretary