

D.E.C. MEETING MINUTES
March 27, 12:30 p.m. – 2:00 p.m., LIB 443

The meeting was called to order at 12:31 p.m.

Members and Guests In Attendance: Karel Jacobs, Joni Jackson, Aleshia Terry (presenter), June Price (presenter), Saleem Abuleil (presenter), Theo Garth, Bernie Rowan, Nancy Grimm, Rochelle Johnson, Roosevelt Martin, Phil Cronce, Rosalind Fiedler, Arthur Redman, Jan-Jo Chen.

Approval of minutes of previous meetings with amendment. Dr. Rowan moved, and Professor Fielder seconded, and the February minutes were approved.

Online Course Review

We began with a review of the courses for online approval.

Dr. Abuleil: QBA 3500

Dr. Abuleil presented the first course, Quantitative Business Analytics, QBA 3500. His presentation went well. Dr. Rowan moved to approve, Dr. Redman seconded. The QBA 3500 course was approved unanimously.

Dr. Rowan asked, do we need to talk about how the hybrid is different. Dr. Abuleil will meet with students every week for the hybrid and announce the times of the class meetings.

Dr. Jackson MKTG 4830 / 4880

Dr. Jackson will present her courses in the near future. Point of order, Dr. Rowan asked if she should present if not ready. Dr. Redman expressed desire to see entire completed proposal so we agreed to delay and evaluate her courses online with other business courses.

Dr. Terry: MGMT 1030

Aleshia Terry presented the third course, Introduction to Business, MGMT 1030. This course will also be offered as a hybrid course. In the hybrid format, Dr. Terry will have class meetings to review the components of the business plan.

Dr. Chen asked Dr. Terry if she had included exams in her course. She may or may not have exams included in her course Dr. Redman noted that this is not under the purview of the DEC but depends on the faculty course design.

Dr. Terry will be updating the assignments links with lecture notes, PowerPoint, and assignments; these elements were not present. Dr. Jacobs asked that, along with a schedule, the assignments be placed under the folder. She also noted that rubrics are helpful.

Rochelle Johnson: Will this class be online and hybrid? She asked if more interaction and engagement can be added. Given the type of course (business plan development), will students have an opportunity to review other students' plans? Dr. Terry indicated that they would and that she would add group activities, using Big Blue Button to review.

The current plan is to offer this course fully online, in the fall. Future offerings may be hybrid.

Professor Fielder stated that in the library, there is textbook for this class; she suggested that Dr. Terry might wish to review the plans in eBooks for business plans (a number of which are housed in the CSU library). She noted that Dr. Terry could embed the eBook link directly in her syllabus.

With regard to course approval:

Dr. Redman stated that he did not feel that the course was complete at this time. Just as with Dr. Jackson's class, he would like to see the final course. Dr. Jacobs asked if we could move to approve with conditions? Dr. Redman moved that we approve the course on the condition that Dr. Terry update the course and that the DEC see those additional elements, for review on April 3. Dr. Terry reviewed the list of items she needs to cover, which included **MISSED THOSE ITEMS.**

There was a motion for conditional approval. The motion was seconded by Professor Fielder. The motion passed.

Dr. Price Leisure for Aging: REC 2580

The course is planned to be offered in the Fall of 2018. They want to make the course fully online. Fieldwork is required. She reviewed the elements of the course. What is the course title, REC 258, Leisure for Aging. One comment was regarding the color of the print, to be ADA compliant.

Dr. Redman asked, and Dr. Jacobs questioned the bullets under the sections; Dr. Cronce and Dr. Rowan added that there is a need for clarification of the bullets (define what the bullets are so that students know what to do).

Professor Fielder: If articles are not open access articles, you have to know how to upload. The proper way to do so is to use the permalink. The permalink should be embedded in Moodle, not the PDF of the article. Joanna Kolenda has information about how to do so. Dr. Jacobs asked that we add the link about how to create permalinks on the DEC website.

Dr. Jacobs asked the committee for comment.

Dr. Rowan said, move to approve, with the conditions and changes suggested. Rochelle Johnson asked for clarification regarding “Welcome Back.” The motion was seconded. The course was approved.

Mike Sukowski has announced his retirement effective April 30. Dr. Grimm is ex-officio.

Dr. Grimm thanked him for his leadership and shepherding.

Do we want to keep the same procedure? We will have to discuss more in detail. Theo Garth shared a preliminary recommendation about courses for online approval.

We will not have much time to review today.

Dr. Grimm: Another issue is that faculty who have not been trained, can they present to the DEC? Dr. Jacobs: That is not our purview.

The department chairs need to – I missed this point. I think it may have had something to do with the Phil Cronic discussion re: the UCC. But not sure.

Meeting adjourned at 1:53 p.m.

The next meeting will be on Tuesday April 17, (3rd Tuesday)

Minutes Respectfully Submitted,

Joni Jackson

D.E.C. MEETING AGENDA- *updated Mar 23*

March 27, 2018

12:30 p.m. – 2:00 p.m., **LIB 352 3rd floor stacks conference room**

I. Call to order/ Introductions

II. Approval of minutes

III. New Business

A. Course Approvals(Please review before meeting):

- Saleem Abuleil** **QBA 3500.21/.51 Quantitative Business Applications (Hybrid & Online) ***
note there are 2 QBA 3500 courses shells but the course shell preceded by a (2) has content in it.
- Joni R Jackson:** **MKTG 4830.21/.51 Marketing Research (Hybrid & Online)**
MKTG 4880.21/.51 Advanced Marketing Management (Hyb.& Online)
- Aleshia Terry:** **MGMT 1030.21/.51 Intro to Business (Hybrid & Online) **approve****
- June Price:** **REC 2580 **approve****
- Art Amaker:** **ENG 5465 – **some revisions needed to describe assignment and manner of assessment****

The following courses are to be reviewed online and evaluations sent to chair by **Tuesday, April 3rd:**

- R. Szyman: ****PE 2363 Motor Learn. and Dev.**
- Scott Upshaw: ****MGMT 1020.21/.51 Career Fluency (Hybrid & Online)**
****MGMT 1045.21/.51 Introduction to Entrepreneurship (Hybrid & Online)**
****MGMT 4100.21/.51 Field Experience in Small Business (Hybrid & Online)**
- Aleshia Terry: ****MGMT 1030.21/.51 Intro to Business (Hybrid & Online) **TWICE???****
- Wolanyo Kpo : ****MGMT 4890.21/.51 Business Policy & Strategies (Hybrid & Online) is**

IV. Member Reports & Comments

- A. CTRE (N. Grim)
- B. Office Online Instruction & Instructional Technology (M. Sukowski)
- C. Information Technology (P. Shinde)
How to assure supports for online education & learners
(academic computing services, etc.)
- D. General Education Curriculum Committee
- E. Graduate Council
- F. University Curriculum Committee
- G. Enrollment Management
- H. Provost's office
- I. Departments/ Colleges

VII. Old Business

- A. Approve shortened course proposal evaluation rubric
- B. Approve minor edits of DEC contract language
- C. DEC thoughts on course attendance/participation policy & Fee structure

"Distance Learning Tuition and Fees

The tuition for distance learning students is the same as off-campus tuition with the addition of a \$50.00 distance learning fee per course that covers telecommunication costs. For more

information call 773/995-2960 or visit our website at www.csu.edu/CTRE" From: p. 61 Graduate and Professional Academic Catalogue, 2014-2016

VIII. Final Remarks

Next meeting: April 17

VII . Adjournment