D.E.C. Minutes
November 26, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

I.   Call to order Meeting called to order at 12:38

       Present: Sukowski, Hawkins, Grim, Shinde, Kowalski, Richadson, Stec , Harris,
       Garth, Fernandez, Haefliger, Jennifer Newman (for Peebles), Quinton
       Williams

       Via Elluminate: guests: Dr. Ayyash, Dr. Osika, Prof. Kay Dawson- Art & Design

II. Approval of minutes of September and October meetings -- Oct. minutes
     presented and approved.

III.   Reports
        A. Online Certification Training -- Kowalski indicated that a new session
           began Nov. 18th, with 15 enrolled. Schedule of new offerings are on
           the CTRE website.
        B. Moodle -- Theo Garth reporting: Moodle will move to 2.5 which will
           allow for badges, which will allow for faculty profiles. (Get more
           description of what badges will do). Barbara Price is testing the Exam
           Browser on the Server. Spring courses will be available in Moodle,
           approximately Dec. 15th. Garth will send an announcement when this
           is coming.

IV.   Unfinished Business
        A. Course Peer Review presentation at Faculty Senate. (Subcommittee:
           N. Grim, for education; Quintin, Alesia, Janet, Josef, Miguel, Mike – all
           different colleges (volunteer?). Blind in theory, but also the committee
           will ensure confidentiality. Faculty can volunteer a course.

           Janet Grange & Miguel Fernandez went to the Senate in Nov. to
           present this proposal. Previously Sarah Buck had presented in Oct.
           There were questions but in general there was understanding and
           acceptance, and the Peer Review proposal was well received. Number
           one priority for reviewing courses will be those that have been
           identified as needing review (especially if DEC has received
           complaints from students, etc.). DEC will send out an E-mail to faculty
           to let them know we are going to start the program in January 2014.
           And, the faculty being assessed will be notified by the Chair of
           Distance Ed.

           Discussion on procedures to implementing the Peer Review process:

Richardson suggested that pre-evaluation, we contact the problem course faculty member – and we would try to mentor the faculty member, by reinforcing OCT standards -- before even doing the evaluation. Dr. Hawkins felt this suggestion would be a more positive step, and be less punitive. As far as who recommends an evaluation, the feeling (Grim) is that there should be multiple sources of evaluation. Further Hawkins felt that within any Moodle course, there should be a notice in the course syllabus- that if students are having difficulty they be given information to know where to report it. Three or four faculty in each college would be identified that could serve as trusted faculty to report problems to. This could appear on the Moodle home page – in the Faculty Resource page.

Sukowski also mentioned that where online evaluations worked the best is where there are mentors (to faculty) to foster improvement in the courses.

V. New Business:
A. Online Course Approvals
- TPS 4620/5620 Cloud Computing and Virtualization
  Dr. Ayyash spoke: This course is to learn the technology and how to use it. All server needs are in the cloud. The course will not only help students achieve a CSU degree, but also prepare them to take several technology certifications, (e.g., VM Ware, Cisco, etc.) following the course. An undergraduate mode, and a graduate mode will be offered. The course will be taught by Dr. Ayyash. – he illustrated how this course would be structured based on his present course: IT – 5350.
- TPS 5050 Professional Practice and Portfolio I Professional Practice and Portfolio II (orientation to the program, a 1 hour course. Get students working in groups, show how students will be assessed, know their tools, and get familiar with working within Moodle.
- TPS 5060 Fundamentals of Performance Improvement
  Fully online – with recommended Performance Improvement textbook –
- TPS 5990 Wrap up, and how to use skills and go out into the world with their skills & knowledge.

Dr. Osika explained the new Master's of Science in Technology in Education (Performance Improvement Studies) -- It will offer less focus on K-12, more on going out into the workplace.

To illustrate how the online courses would be structure, Osika illustrated with an existing course. Tech & Ed- 5495: Demonstrated with Week 2 module – Define instructional objectives for the module, and what they should learn. They have a weekly collaborate session to work together, and also have a quiz, and a practice component.

All three courses 5050, 5060, 5990- will be required for the program.

B. Hybrid Course Approvals
- ART 1100 Introduction to Visual Arts -- Dr. Carney thought that the learning objectives should be reviewed & improved. Mike Sukowski responded that he had worked with Prof. Obermeyer on putting this course in OCT, etc. She understands the requirements and mechanics of hybrid online, and would ensure that learning objectives were appropriate. Mr. Prashant questioned the requirement of having/using a camera/scanner, and where students might find this technology on campus? Dawson responded that the expectation is the student would have their own cell phone camera. We would not be providing cameras for them to use.

  MOTION: To approve as a hybrid—by Sukowski with Hawkins second. Motion passed and the course has been approved.

- PH S 1850 Global Climate Change
  Physical Science: Professor Mel Sabella presented. –This course is being moved to a hybrid: Comments by Dr. Carney – Dr. Bailey (instructor) will fix outcomes to be measurable. Course meets every other week in person.

  Motion to approve: by Sukowski, 2nd by Grim; Motion passed. Course approved

C. Distance Learning Planning
Osika (as facilitator to begin the group) reported on this meeting, held Nov. 4th, 2013. Invited people from across campus to come and discuss. This was a brainstorming session about what the student would encounter in being a true – Distance—online only student. She stressed the University needs to develop all aspects of a "university program" for the online student. Prioritized a set of points that need to be established with policies and procedures that would work and facilitate Online access (a change in university culture). DEC will set up subcommittees to begin to address these various issues. U of Ill. Springfield is a great resource (they have 33 successful programs) – to broaden knowledge and perspective Osika is setting up a conference call, which DEC members can be invited to attend. Probably Dec. 9th

D. CSU Design Document Template and Instructions
Sukowski presented a draft of a design doc. for the first modules to illustrate how an expected design document for Online courses would

look. The motion to approve will be done online – on Tuesday, Dec. 3rd, Fernandez will call for the vote to approve.

VI.   Open Discussion

M. Sukowski – got a request from the Office of the Provost to create a Syllabus Repository in Moodle. Sukowski has reservations, and also discussed with the Union., and notified the Faculty Senate as well. Union had concerns related to "how" this might be used, especially if used to punitively evaluate. Idea for the repository is that course description matches the catalog with learning objectives included, and required components of the syllabus (e.g. ADA) addressed. Grim emphasized that in all aspects of having a repository of syllabi, all due process must be followed. For administrative purposes, (Harris) argued that the Course syllabus is what is needed; not the individual modifications each instructor may adopt in teaching the course.

VII. Adjournment Meeting adjourned at 2:15 – Miguel thanked all for great discussions – and Happy Thanksgiving.

Next meeting: December 17, 2013 at 12.30 pm in LIB 301