D.E.C. MEETING MINUTES
October 20, 2015
12:30 p.m. – 2:00 p.m.
LIB 301

I.   Call to order   Fernandez called the meeting to order at 12:33 pm. New members were introduced:

Members present: Attendance: Miguel Fernandez, DEC Chair, Runez Bender – CHS; Alesia Richardson, CAS; Kumar Mukherjee, COP; Kathleen Haefliger, LIB; Floyd Carroll, Cont. Ed; Paula Carney, Univ. Grad. Council; Cicely Wilson, Gen Ed. Comm; Nate Sanders, Enroll Mgmt.; Thomas Bernie Rowan, Provost office; Elizabeth Arnott-Hill, Provost office; Mike Sukowski, CTRE; Joni Jackson, Alt., Guest: Deborah Lynch, Coll. of Ed.

Fernandez: Welcomed all present and reminded them of the DEC Mission: Members represent Distance Education and follow Appendix G—(Union Contract) – used as guide to follow in presenting distance education for CSU. Work to ensure there is an effort to maintain standards and quality -- Over the past several years DEC implemented OCT – (Online Certification Training). CTRE also has an advanced course. We implemented an approval process whereby faculty demonstrate their mastery of being able to offer the course via the best online methods.   We use ION (Illinois Online Network) rubrics to evaluate distance education offerings. The DEC meets every 3rd Tuesday of the month (intro repeated from Sept. meeting).

II.   Approval of minutes of previous meeting – minutes of Sept. meeting were approved with two corrections.

Order of agenda rearranged, with course presentations and approvals presented next:

III. Reports
      A. IBHE and SARA membership
          Our Dec programs have been approved to joined Sara (the reciprocity agreement with other states online DEC programs). The fee is $1750 annually. This is for membership in the Illinois Sara (Midwest Sara Ill, Ind. Mich. Wisc. MN). We must also apply for membership in the National-wide agreement as well. That cost is 4000 annually. A petition to find that $$ has been submitted to the   Provost. The $50.00 per student online fee we charge should cover part of these membership costs. We also need to create an online Institutional Complaint System which must be readily accessible from the Website

Requirement of SARA: We must demonstrate that our institution is offering "quality online programs -- DEC Approval can be used as a proof. Another CSU proof of quality is that we evaluate our online course offerings using the ION rubric . (Nationally approved assessment tool for evaluating courses).

B. Moodle Updates
Theo Garth reported on Big Blue Button, which began on Sept. 24th allowing for set up of video sessions in Moodle. Recorded videos can be retrieved & are in full production. Tutorials in Instructor Resource for Blue Button—plus a QuickStart guide (with video tutorials) are available on the website. Garth was still working with Banner to add/remove students in Moodle based on their enrollment status.

C. SLATE Conference
Sukowski report that the13th annual Slate conf. is being held Oct. 21 - 23 Wed – Friday. Sic CSU staff or faculty are presenting or attending. Dr. Goins, Fernandez, Sukowsk will serve on 5 panels to assess online teaching & learning. Ms. Tenell Edinburgh will also be presenting.

IV. Unfinished Business
A. Survey for online faculty (Fernandez)
Dr. Fernandez requested we all take time to review the long draft survey, and try to consolidate- Esp. to identify areas where faculty need support. He will send it electronically again.

B. Course Approval Ad hoc committee
i. Updated guidelines for online and hybrid course approvals
ii. Checklist for online and hybrid course approvals: This work is continuing.

C. Process for Approving Online Programs: Chair will review and prepare to give to Dr. Carney for the November meeting.

D. Peer Review Ad hoc committee
i. Course Peer Review plan for 2015/2016. Fernandez asked for volunteers. Both Alesia Richardson, and Joni Jackson offered to serve on this committee. Additional volunteers will be sought via email.

V. New Business
A. Post-baccalaureate certificate in Security & Intelligence Studies
B. Undergraduate minor in Security & Intelligence Studies

SIS 5050 - The Intelligence Community – Approved.

http://csumoodle.remote-learner.net/course/view.php?id=9715
SIS 5060 - Collection and Use of Intelligence Information – Approved.
http://csumoodle.remote-learner.net/course/view.php?id=9714
SIS 5070 - Intelligence Analysis and Security – Approved.
SIS 5990 - Internship in Intelligence – Approved.
TPS 5600 - Applied Cyber Security – Approved.
TPS 5605 - Applied Ethical hacking – Approved.
LIS 5580 - Introduction to Information Analytics – Approved.
LIS 5590 - Introduction to Information Visualization – Approved.

C. Online Course Approvals
    ED 1500 Introduction to Teaching (Dr. Price) – Approved.
    http://csumoodle.remote-learner.net/course/view.php?id=9828

    MKTG 3780 Consumer Behavior (Dr. Jackson) – Approved.
    http://csumoodle.remote-learner.net/course/view.php?id=9856

    TPS 4110/5110 Project Management (Dr. Ayyash) – Approved.
    http://csumoodle.remote-learner.net/course/view.php?id=7696

D. Online and Hybrid Course Approvals

    ELCF 5320 Curriculum Design and Development for School and Non
    School Settings (Dr. Lynch) – Approved.
    http://csumoodle.remote-learner.net/course/view.php?id=1876

    ELCF 5640 Seminar in Organizational Dynamics (Dr. Lynch) --
    Approved
    http://csumoodle.remote-learner.net/course/view.php?id=9864

    INSY 3200 Business Problem Solving (Dr. Alsamara) – Tabled.
    http://csumoodle.remote-learner.net/course/view.php?id=9852

    INSY 3250 Business Website Development (Dr. Abu Leil) – Tabled
    http://csumoodle.remote-learner.net/course/view.php?id=9854

    INSY 4470 Client/Server Development (Dr. Alsamara) – Tabled
    http://csumoodle.remote-learner.net/course/view.php?id=9853

    INSY 4480 Ethics in Information Technology (Dr. Abu Leil) – Tabled
    http://csumoodle.remote-learner.net/course/view.php?id=9855

    SED 5482 Curricular Adaptations for Learners with Special Needs (Dr.
    Lynch) – Approved.
    http://csumoodle.remote-learner.net/course/view.php?id=9866

VI.   Open Discussion
         CTRE staff mentioned that CSU student's placed third in the "Going Green- Hackathon, " and created an app. for it.

         The Online Learning consortium received a 2.5 Million grant, consisting of two categories of application. See Sukowski for more information. The grants range from $10,000 to $100,000.

VII.   Adjournment: at 1:54 pm made and seconded.

Next meeting: November 17, 2015 at 12.30 pm in LIB 301