

## D.E.C. MEETING AGENDA

October 22, 2013

12:30 p.m. – 2:00 p.m.

LIB 301

### 1. Call to order

The regular October meeting of the Distance Education Committee met starting at 12:35 on Oct. 22, 2013.

Members present: Miguel Fernandez, Chair; Janet Grange, Vice-Chair; Paula Carney, Rosalind Fielder, Theo Garth, Nancy Grim, Robin M. Hawkins, Rochelle Johnson, James Kowalski, Jennnifer Newman, Prashant Shinde, Jozef Stec, Michael Sukowski, and Kathleen Haefliger, secretary

Guests: Dr. John Agada, and Dr. Liz Osika – LIMS

### 2. Approval of minutes of previous meeting

Tabled to next meeting due to technical difficulties”

### 3. Reports

- A. Online Certification Training. Rochelle Johnson has 27 faculty instructors enrolled in a session that started Sunday, Oct. 20<sup>th</sup> and will finish Dec. 14<sup>th</sup>. It is surmised that these people needed to get their OCT to teach for intersession and Spring Semester.
- B. Moodle. New 2.4 version of Moodle does not allow faculty to remove faculty or student names. It must be done by Theo Garth. There were complaints that Moodle is extremely slow; Garth is in contact with the Remote Learner Company about this issue. M. Sukowski reported that a Lock Down browser called “ Safe Exam” is available in Moodle & needs faculty to test it out. Dr. June Price and possibly Dr. Grange will do so. The disadvantage to this software is that students have to download it onto their own computers; some students do not have any access to computer admin. privileges to download the lockdown browser –and certainly they cannot do so if they try at any public facility or another university, etc.
- C. Moodle MOOT and SLATE. Moodle MOOT & the Slate Conference were held on Oct. 9-11 at Northern Illinois’ Naperville campus. Over 100 institutions were represented, with 300 plus participants. Dr. Fernandez & Mr. Sukowski’s session had the 2<sup>nd</sup> highest attendance. Session on preparing faculty to teach online in a Union institution environment. The session featured a panel with Mike Sukowski moderating. James Kowalski represented Chicago State. There was a panel on assessment with Dr. B. Rowan representing Chicago State, and representatives from Loyola Univ. and Robert Morris College also participating. The consensus was that there need to be more sessions and workshops pertaining to assessment.

#### 4. Unfinished Business

- A. Course Peer Review. Our proposal to the Academic Affairs committee regarding assessment of online teaching was approved by Academic Affairs with one change. This academic year (2013-2014) the program will be in the pilot stage, and next year there will be full implementation. AA wanted next year 2014, to be a pilot as well, but it was agreed that 2014-15 will be the first full implementation review year. The Course Peer Review plan was also presented at the Faculty Senate on Oct. 22<sup>nd</sup> as well. Senators had concerns about giving a copy of the initial report to their dept. chair. It was agreed that the evaluated faculty would receive the report, and could at their discretion share with their chairs. The idea was if there were needed improvements, we could work with faculty to give them time for improvement and making changes. Only after a re-evaluation would the report be shared eventually with the Chair.
  
- B. New Hybrid and online courses approval procedure
- C. Online Course Approvals
  - i. LIS 5210 Arrangement and Description in Archives
  - ii. LIMS 5580 Measurement and Evaluation for Library & Information Services
- D. Hybrid Course Approvals
  - iii. LIMS 5510 Database Design for Information Storage and Retrieval

#### 5. New Business

- E. Online Course Approvals
  - iv. LIMS 5XXX Metadata and Cataloging

Regarding the new course: Dr. Agada and Liz Osika presented the documentation to get LIMS 5xxx "Metadata and cataloging" approved. M. Sukowski volunteered to be the instructional designer for this course, and will review the documentation from a technology standpoint. Once all is organized and corrected then Miguel will move it forward.

Dr. Osika mentioned that three LIMS courses are now approved by HLC to be completely online. Sukowski added that HLC approved 3 programs for CSU to be offered completely online, and Grim added that in 3 years we could ask again for more completely online courses to be approved.

The view was offered that various people from Admin and CTRE, the library, the abilities office, etc. should be consulted in developing these courses. It was strongly emphasized that there

should be a STANDARD TEMPLATE for all ONLINE COURSES. Paula Carney added there also needs to be a definition of the time frame for development and submission. Fernandez added that from the HLC perspective, certain basic elements must be there, but each course will require individualized features and aspects, for example, what software will be required.

Someone mentioned that what is needed is a Design Document for each course, whereby all components will show up in Moodle in a consistent fashion, and overall it was felt that our Moodle needed to be presented as a Brand.

The MOTION to approve the courses was made by Paula Carney, and seconded by N. Grim. The motion passed.

F. Concerns about approval process

- G. New online student training (Student OCT). Acad. Affairs wants to have some kind of OCT for students. Nancy Grim offered that she already does that with her classes using Smarter Measures. The need to create some new policies, and have some kind of certification was reaffirmed. Sukowski reminded us about START, an OCT self paced student preparedness program showing basically how to access Moodle and covering basic computer knowledge. Rochelle Johnson has developed another basic computer knowledge module and uses it in her teaching. In addition, CTRE is training academic advisors, on what OCT type knowledge students should have before enrolling in online courses.

There was discussion about the START module, which ensures that a student has the requisite basic computer knowledge and skill to do an online course. M. Sukowski felt that it should be mandatory to be completed before continuing onto any Moodle course content. Others felt that either START and/or Smart Measures (which includes a typing test) be required before even being allowed to **enroll** in an online/hybrid/blended course. Robin Hawkins felt that at this point it would be just too hard to implement, and that such proposals be highly recommended, rather than required.

6. Open Discussion

Two emails were received by Miguel Fernandez related to questions of our purview -- One from Art Redman, and the other from Laurie Walter, representing the Union. Fernandez had sent these emails out, and requested members look them over and send comments to him by Friday Oct. 25<sup>th</sup>. He will send a compiled response from the committee.

Dr. Hawkins: Speaking to the Appendix G (Section 4D) requirement of completing OCT before teaching online. She said that issue have been raised, esp. concerning those faculty who had done online teaching before Appendix G, and OCT were implemented. Hawkins was looking for language [in the Union contract] that would require them to take OCT. The contract language does not formally mandate OCT; it is more general than that. Some DAC's require it however.

The Distance Education Committee already visited this issue in Spring 2012. Fernandez agreed to check on what was decided and bring it to the committee.

7. Adjournment

Fielder made a motion to adjourn, and it was 2<sup>nd</sup> at 2:03 pm.

**Next meeting:** November 26, 2013 at 12.30 pm in LIB 301