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D.E.C. MEETING MINUTES
September 18, 2018, 12:33 p.m. – 2:00 p.m., 4th LIB Room 301

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The meeting was called to order at 12:37 p.m.

Members and Guests In Attendance: Karel Jacobs, Joni Jackson, Rochelle Johnson, Robert Syzman, Philip Cronce, Rosalind Fielder, Rochelle Johnson, Gabriel Gomez, Thomas (Bernie) Rowan, Jan-Jo Chen, Richard Darga, Alvin Richards, Arthur Redman, Mark Sudeith

We reviewed the August 21, 2018 meeting minutes. Dr. Cronce moved to approve the minutes as amended. Ms. Fielder seconded. One abstention. The minutes were approved.

Department or College Reports
Dr. Darga – Library - opened with comments about programming. There is excellent outcome programming. The new web page – is the DEC web page easy to find? Alvin Richards will review the current web page design and ensure that the DEC can be found and perhaps linked to the library home page. We will let Alvin Richards know where the DEC link should be placed. Alvin Richards will forward information to the web design team. Several members noted that with the redesign, we currently do not have the "A-Z" and "search" functions. There is no link to the library on the University's homepage. Ms. Fielder indicated that we need links under faculty resources. Alvin Richards will share the committee feedback with the design team.

Ms. Rochelle Johnson Office of Online Instruction
We will be rolling out the [state-mandated] ethics training in Moodle for staff and administrators (all employees). Dr. Darga asked if all staff has to go through Moodle training? Ms. Johnson-yes, all staff will need training. Ms. Johnson indicated that we might be able to put Moodle training on a video online.

Dr. Jacobs and Ms. Johnson drafted a program checklist, which we will review later (see comments at end of minutes).

Alvin Richards - IT. There were online teaching programs that were presented. Richards noted that Prashant Shinde has been discussing the creation of a virtual campus, which will include a library for online classes for education, pharmacy and business. The goal is to video instructors so that students can log in and watch course videos. Dr. Darga indicated that we need to discuss with the DEC and the Office of Online Instruction. Richards: The goal was to provide the technology (portals) to allow access. Ms. Fielder asked about what work was being done. Per Richards, IT's main concern is providing technology that will allow this functionality so that everyone can log onto campus from anywhere. Dr. Darga noted that currently either 20% of classes are online or 20% of students take online classes. Richards – IT wants to ensure that IT can support (sufficient server space) online

offerings. Dr. Darga stated that we need to talk with Prashant Shinde; the library is creating a number of resources, e.g., a data repository. These efforts need to be integrated. Richards reiterated that IT's goal is to ensure sufficient server space.

Dr. Jacobs noted that we have a few new members on the committee but no one from Graduate Council. Right now it is Dr. Rowan. He will ask if there is someone else, a faculty member, who can fill that role.

University Curriculum Committee: Drs. Chen and Cronce. Dr. Sudeith provided a report on curriculum issues.

Dr. Sudeith is the curriculum officer, who took Dr. Green's place. He noted that we have a "big BS in Cyber Security degree," which will be offered shortly. He just received and is currently reviewing the proposal. Dr. Rowan commented about previous prohibition to new bachelors degree offerings. He noted IBHE strictures about new offerings, related to our graduation rates and other metrics. Dr. Rowan suggested that Dr. Sudeith check to ensure there are no prohibitions to bachelor degree offerings..
Dr. Sudeith asked, what are we allowed to do about programs that are more than 50% online. They are investigated the status. PE and MS /LIS are graduate degrees that are online. PE has an online, non-licensure offering. It appears that our status may have changed (although the specifics are not clear), PPA – changes to program applications – we need to understand the change in language. Dr. Darga said that we were operating under a green light, but that the light may now be yellow. Dr. Sudeith wants to discuss with DOE to understand our status.

Provost Office - Dr. Rowan. Dr. Rowan urged the DEC to advance any considerations for future contract negotiations. There was a question, Do we need to talk about whether this committee approves online programs. Response: That is Dr. Sudeith' s area. Dr. Cronce said the contract language states, the DEC "recommends and encourages" online program development. But the DEC does not approve online programs.

Dr. Jacobs noted that this is a big issue that we need to continue to discuss. Dr. Jacobs - biology is hoping to develop a completely online biology course for non-majors.

Dr. Rowan –there are statements in the contract about certain types of metrics that will be gathered, regularly. I gathered some of those metrics recently. I did not realize – how many courses, what percentages – there are also assessment related measures. Not sure if it is or is not being done (i.e., measures collected). IF it measures are being collected, it would be helpful for the DEC to see those measures. If it is not being done, we need to get resources to do it. Assessing satisfaction with the modality (i.e., online)? We currently ask students, How was your online experience? Dr. Cronce – what about online gen ed assessment? Dr. Sudeith – there has been nothing done. People tend to compare online with traditional (compare

student outcomes). Dr. Cronce – do we know if all gen ed courses are assessed (not clear if we do). Dr. Jacobs indicated, yes (in response to all gen ed course assessment?). Dr. Jacobs indicated that in her experience, the learning was equivalent (across face-to-face and online).

Gen Ed Committee – Art Redman
Dr. Redman. We have been working on a few things, but nothing of direct relevance to the DEC. Dr. Cronce – what percentage of gen ed courses offered online. Dr. Redman was not sure, but will check.

NEW ONLINE COURSE PRESENTED
Dr. Syzman. Physical Education PE 2363 Motor Learning and Development

This course will be taught in the spring.
Dr. Syzman opened with some general comments. We were losing baseball players who wanted to be teachers because of the timing of the course offering (Friday); thus lost some good students. Seek to make the course offerings more marketable. In all of his courses, he requires students to read a book and write a book report. His goal is to give people the opportunity to acquire writing skills. He requires that students go to the learning center before submitting written assignments.

During his review / presentation of PE 2362, the following discussion ensued:

Do you have online office hours? We were told that we have to have on campus office hours. Dr. Jacobs: This course is fully online; so we should have at least 2 online office hours. Rochelle Johnson – you can use virtual office hours.
Dr. Redman – who says we have to do this? Dr. Rowan – it is in the contract. Dr. Redman found that virtual meeting times are irrelevant. Do we have to have physical office hours? Dr. Rowan – yes, if we are teaching in both F2F and online.

> Dr. Syzman reviewed the course syllabus. Students have an opportunity to earn extra credit by volunteering. Two sets (majors) of students in course; he noted that the scoring differs between the two majors.
> Dr. Jacobs – what is the attendance policy for online courses from COE?
> Dr. Syzman – attendance is probably based on them turning their work on time.
> Dr. Rowan – can't we determine how long they are online.
> Dr. Jacobs – yes, in synchronous forums

Comment re: Use of Library Computers
Ms. Fielder – you can use the discussion board forums with set dates/times. Under "College of Education Policies" – why is "optional examples" in parenthesis – what is the parenthetical remark. Are students required to have access to a laptop computer? Is faculty aware that sometimes students are using library computers?

She suggested that Dr. Syzman might want to make students aware that they need their own earphones or headphones if they are using computers in the library. Dr. Cronce suggested that COE may want to revisit its policy (to clarify what their policy is).

> Dr. Sudeith – do they attempt to use their phones for this type of thing.
> Dr. Jacobs – you might change language to "digital device"?
> Dr. Jacobs – one thing we don't have is information about the Abilities Office? What should we do with this?
> Dr. Syzman – they would need to talk to the Abilities Office.

This is a good question – we need to come back to this issue of what to do with students who need abilities accommodations (i.e., to ensure that we adequately address in an online space).

Dr. Jacobs asked if he would show 2 modules, particularly highlighting how he engages students.
> Dr. Syzman has flash cards that are downloadable. First module is an Introduction. There are questions and required comments. He jokingly noted that the rumor exists that a Sox cap and Mt. Carmel t-shirt are positive.
> Writing is important in the course – there is a TAP (?) test.
> Every chapter has a PowerPoint presentation and quiz.
> To engage students he has students chat in forums, after watching videos and responding to classmate.
> PowerPoint, video, quiz and forum.

Dr. Darga –in January, we will have an online tutoring option. Tutor.com. Implementation next October, November and December. It will be on the Learning Assistance website

Other questions regarding the design of PE 2363
> Dr. Redman. How do I know what to read and when to read it?
> Dr. Szyman will update to tell students what to read.
> Ms. Johnson – let them know what the module is about for that particular week. Right now, the organization is a series of links.
> Dr. Jacobs – maybe in the first week, a how-to.
> Dr. Redman – the flash cards – maybe tell students to download as needed. Otherwise it looks like a whole lot of things I need to do.
> Dr. Jacobs – maybe create a folder of Resources.
> Ms. Fielder, provide anything other than having a long list of items.

> Dr. Rowan – on a weekly basis, how do you interact with students?
> Dr. Jacobs –does syllabus have a deadline list for each item. Dr. Szyman believes so. Is the timing on the forum the same? Yes, Sunday at midnight.
> Dr. Rowan: Do you list the forums in the weekly modules? Yes.
> Dr. Rowan – in the forum, do you engage? Dr. Szyman –yes, he interjects.

Dr. Jacobs suggested adding weekly forums to keep students engaged.

Ms. Fielder – did you indicate specific dates when assignments are due? This would be helpful to include specific date of that week. Dr. Szyman – everything is due Sunday at midnight.

Ms. Fielder – are the quizzes timed? No. They are opened up at the beginning of the term and close after the due date.
Dr. Chen – student needs to create every item, one by one. Items are not prioritized. Moodle does not allow us to set up hierarchy.
Ms. Rochelle Johnson suggested that he chunk the information.
Ms. Fielder – the information is duplicated and redundant. He built redundancy in the design.

Dr. Jacobs proposed that the course is an acceptable design with minor tweaking, acceptable with conditions. Other thoughts?
Dr. Redman, what are the conditions?

The Conditions
- Online office hours,
- College attendance
- Clean up syllabus
- Digital device / earphones
- Chunk information into a folder / collapsing after completion
- Description of what is expected each week (perhaps edit each section title)

Dr. Redman moved to approve PE 2363 with conditions. Dr. Cronce seconded the motion. The course PE 2363 was approved with conditions. Dr. Szyman will send the updates and revisions to Dr. Jacobs, who will forward them to Ms. Johnson for review before approval.

UPDATES on previously approved
- Dr. List is working on the updates requested.
- Dr. Luseno is also working on required updates.

NEW Committee Members
Dr. Gabriel Gomez
Mr. Alvin Richards (alternate for IT)
Dr. Roundtree (she will send an alternate)
We still need a health sciences person.
We also need a student member.

Online Program Approval – Program Development Checklist
Dr. Jacobs passed out a proposed checklist for online program approval. She and Ms. Johnson developed the checklist as suggestions only - a starting point for discussion.

Dr. Gomez asked if this is in the contract. He thinks it should be made clear that this is guidance, not required.
Dr. Rowan notes that there are multiple bodies involved in this process. We should track when programs reach 50%, or more, enrollment (as guidance).

Dr. Gomez, where does this document come from? Dr. Jacobs: this is modified from the online rubric
Dr. Rowan: I encourage members of the DEC to go to the HLC meeting. He noted that we do not have an online version of the distance education course (is this an HLC requirement?). He also made a general comment: We need to provide evidence that there is regular online interaction between faculty and students. We are not offering correspondence course – this is HLC and DOE. So we need to ensure that we engage.

Dr. Gomez suggested that we start with the guidelines specified by HLC and DOE.
Dr. Sudeith is trying to approach them to identify those requirements.
Dr. Cronce – when we change curriculum, we use forms 1 and 2 for courses; when we change programs, we use forms 3 and 4. The UCC looks at the forms – aspirational (you want to get a program to a target level). There is an institutional mechanism to track percentage online to inform the Office of Academic Affairs. People have to be attentive to the forms.

Dr. Gomez –repeated, we need to understand DOE and HLC.
Dr. Cronce – we have an internal form to track the 50% standard. There is a mechanism to track. This document (the draft that Dr. Jacobs presented) is a helpful start to evaluate online courses, a suggested guideline. This is not a formal document that addresses internal review processes, academic affairs issues, etc.

Dr. Rowan – I would recommend that the chair hold a proper discussion of this later.
Dr. Jacobs – asked Dr. Gomez if he would you do a quick check to see if there are any DOE issues?
Dr. Gomez declined and suggested that we table this discussion until we find out what Dr. Sudeith finds out.

Dr. Cronce – motion to table the review of the Program Development Checklist (PDC). Ms. Fielder seconded. Motion passes.

Motion to adjourn. The meeting was adjourned at 1:59 p.m.
The next meeting will be on Tuesday, October 16 (3rd Tuesday) at 12:30 in the library (room will be announced).

Minutes Respectfully Submitted, Joni Jackson

D.E.C. MEETING AGENDA-
Sept 18, 2018
12:30 p.m. – 2:00 p.m.
4th Floor NAL, Dean's Conference Room

I. Call to order/ Introductions

II. Approval of minutes

III. Member Reports & Comments Regarding Online Education
  A. CTRE (N. Grim)
  B. Office Online Instruction (R. Johnson
  C. Information Technology (P. Shinde)
  D. General Education Curriculum Committee (A. Redman)
  E. Graduate Council
  F. University Curriculum Committee (Chen/Cronce)
  G. Academic Affairs (Sudeith)
  H. Provost's office (Rowan)
  I. Enrollment Management
  J. Departments/Colleges

III. New Business
  A. Course Approvals- still waiting…
  B. New Course Approvals
    • Szyman PE.2363_Motor Learning and Development
    • Gahungu   S ED.5492_Research Masters Project
                  SED.5304_Speech Language Disabilities

VII. Old Business
  A. Online PROGRAM approval
  B. Zoom site license ?
  C. Asynchronous committee work- how to make this work with increased proposals
  D. Committee vacancies updates, roles (Need recording secretary help!)

VIII. Final Remarks

Next meeting Oct. 16

VII . Adjournment