

**Distance Education Committee (DEC) Meeting  
September 19, 2017  
Meeting called to order at 12:32 p.m.**

**Attendees**

Patrice Boyles  
Theodis Garth  
Karel Jacobs, Chair DEC  
Joni Jackson, Vice Chair DEC  
Doug Lia  
Arthur Redman  
Bernard Rowan  
Mike Sukowski  
Prashant Shinde

We need a recording secretary. We are currently seeking a volunteer.

The DEC committee may wish to update the definition / purpose of the DEC Committee. We may wish to recommend these changes for the next contract period.

Appendix G. Discusses CTRE and Office of Distance Learning, which are separating; the Office of Distance Learning is becoming Online Instruction and Instructional Technology.

- We will review the contract language for potential changes and updates. See “Contract” under CSU website and search for page 164, which begins the discussion of the Distance Education Committee.
- Or, go to the Distance Education Committee website, under Documents and Forms, Appendix G.
- We will begin to discuss proposed changes at the October meeting.
- We will target a January completion for proposed changes to the contract language.
- We need representatives to serve on the DEC (see Appendix G for a list of the university and college representatives).

The committee name should be updated to the *University* Distance Education Committee given that there are / may be college distance education committees.

One question that was raised was are we moving toward creating fully online programs? Dr. Redman asked as this will relate to the work of the Gen Ed Committee.

How many members do we need to reach a quorum? Today, we have six voting members and thus a quorum.

Mike Sukowski will provide a copy of the end of the year (2016) report to the committee members. This is the end of year report that is submitted per the contract.

What is the role of the UCC in approving course proposals? We need to review their role. We do not want to add additional responsibilities, but want to ensure that we are not creating “competing” or duplicate forms for course change requests or approvals. We need to consult the Chair of the UCC as well as Dr. Green to discuss continued use of the DEC Change Request Form. Need to ensure current routing (whatever that form is) ensures delivery to the right individuals.

A course already approved by a college curriculum committee does not need to be submitted through the college curriculum committee for approval in order to be offered online; however, these already-approved courses need to be submitted to the DEC to ensure that the course meets the online course requirements.

There is a curriculum flow workgroup, which Dr. Green chairs. Dr. Jacobs will connect with that committee.

The subcommittee to work on the Redesign of the DEC Website will include:

Doug Lia  
Patrice Boyles  
Theo Garth  
Joni Jackson  
Karel Jacob

### **Committee Member Reports**

**CTRE:** Dr. Boyles shared a copy of the Fall 2017 CTRE workshop lists. Dr. Jacobs asked that we be more proactive in sharing information about the workshops with faculty in our respective departments.

**Office of Instruction & Instructional Technology.** Mike Sukowski. Mr. Sukowski presented a high level overview of the goals and objective of this new office, “to make online instruction happen.” The Office of Online Instruction website is live. See this link <http://www.csu.edu/onlineinstruction/>. This office also will begin to offer online certification training to non-CSU faculty.

**Information Technology.** Prashant Shinde. There are plans to update all computers at CSU, along with classroom computers. What makes it easier for faculty and students to use technology in classrooms? IT is considering leasing options, rather than buying computers outright. A group of CSU representatives visited UIC classrooms to explore what other universities are doing to implement classroom technology. UIC changes their classroom technology every 7 years (UIUC changes every 12 years). Shinde’s suggestion is that we refresh every 5 years. We are looking

at 60 classrooms and 8 lecture halls targeted for upgrades (these upgrades would occur over a period of 2 years). Perhaps the DEC can discuss the special needs of online instruction (e.g., how students are using software applications, etc.).

**General Education Committee.** Dr. Arthur Redman. New general education requirements have gone into effect this fall 2017 semester. As part of the university gen ed requirements students must choose from the approved list of courses. As we go forward, any programs that are fully online, need online gen ed courses. So, we need to ensure that general ed courses be available online. Thus Dr. Redman will be a part of the committee to ensure that there are adequate gen ed offerings for online undergraduate program offerings. Currently, our fully online program offerings are graduate programs. Boyles suggested that we review prerequisites to see which gen ed courses are face-to-face only.

### **OLD BUSINESS**

Model online course and checklist. Potentially using one of Miguel Fernandez' old courses as a model shell for faculty requesting new online courses. We need a committee to examine the shell for what information will need to be included.

**ION Rubric.** Tabled for next meeting. How are course evaluations completed for faculty (and students?)? The rubric is on the DEC website. The rubric "could be urged as a tool for evaluating faculty who are teaching online" (Dr. Rowan). This is not currently in the contract. Does the committee wish to make a recommendation regarding the use of the rubric?

NEW BUSINESS. Tabled until next week.

Meeting adjourned at 2:01 p.m.

Minutes submitted,

J.R. Jackson