

## **D.E.C. MEETING MINUTES**

**August 21, 2018, 12:33 p.m. – 2:00 p.m., 4<sup>th</sup> Floor NAL, Dean's Conference Room**

The meeting was called to order at 12:35 p.m.

**Members and Guests In Attendance:** Karel Jacobs, Joni Jackson, Rochelle Johnson, Thomas (Bernie) Rowan, Nancy Grimm, Richard Darga, Mark Sudeith, Christine List, Alvin Richards, Jan-Jo Chen, Philip Cronce, Arthur Redman, Rosalind Fielder

We reviewed the May 15, 2018 meeting minutes. There were no comments. A motion to approve the minutes by Joni Jackson, the motion was seconded by Jan-Jo Chen. The May 15, 2018 meeting minutes were approved.

We will begin with new business. Dr. Jacobs reminded the committee that we are using the new shortened rubric to evaluate new online courses. We will provide feedback using this form today.

### **NEW ONLINE COURSE PRESENTED**

Dr. List presented CMAT 2550.51. Media and Social Justice, about ethical and legal issues. Some of the highlights include videos about how to use Moodle and a Student Helping Student Discussion Forum, along with an estimate of study hours required for each week.

Dr. Chen suggested that Dr. List add a list of outcomes assessment. Dr. List addressed. Dr. Redman asked, is this a Gen Ed course? Dr. List, Yes, it has been approved. Thus it must include a list of the outcomes that are being addressed. She can obtain that information from the University Gen Ed site. Dr. Jacobs asked that Dr. List add the percentages along with the points (on the syllabus).

Dr. Cronce: Learning outcomes – are these CMAT learning outcomes? Yes, they are. Dr. Cronce: Are CMAT outcomes close to Gen Ed outcomes 4 and 5? She will add CMAT and Gen Ed outcomes. Dr. Chen noted that it is good that there is a summary for the week; can you combine some items to shorten the list.

Dr. Redman asked that Dr. List contact him afterward to ensure that the course is approved for Gen Ed (it is not showing as an approved Gen Ed course). Also, Dr. Cronce noticed that the course title is different (Law and Ethics and Mass Media is the old title). UPDATE: It was later verified that this course was not approved as a Gen Ed course. The course title is correct.

There was some discussion about the orientation detail upfront, and a suggestion that some of it might be condensed.

Dr. Redman – not a major issue, something up to individual student, but pretending he is a student, it is helpful to have a summary from the structure that, here is what you are going to learn this week. Dr. List includes or embeds this in the discussion section, so that students find it in the material, a “Socratic approach.” She is going to see how this approach works. But Dr. Redman suggested a one paragraph indicating here are the key concepts we cover.

Dr. Jacobs asked, is the course entirely online? Yes it is. Dr. List has office hours in person; Dr. Grimm suggested that she provide virtual office hours (Big Blue Button or Chat Rooms).

Dr. List asked, can faculty who teach online hold all their office hours virtually? Dr. Rowan checked, the contract Article 18.7, page 41. You have to have some online office hours. Faculty member will maintain at least 4 online office hours, spread over 3 days or 5 office hours spread over 2 days. 2 scheduled office hours on campus and 2 online. See the Contract for specifics. Dr. Grimm will ask that Rochelle Johnson add this to the online training.

Dr. Jacobs listed the conditions that, once made, the course can be approved.

- Adding virtual office hours
- Moving links to make concise
- Adjust syllabus with percentages
- Have a rubric for what makes a good discussion board post
- The Gen Ed assessment (if the course is on the Gen Ed

Dr. Chen moved and Professor Field seconded the motion to conditionally approve the course. The course is approved with conditions.

Next, Dr. Jacobs reviewed how we find courses on the DEC Moodle site.

Professor Fielder, some of us were not able to review the course. How do we ensure that Rochelle has us enrolled in the course, in advance of the meeting? The current protocol is that when someone requests a Moodle shell, it is made available to all DEC Committee members, per Dr. Jacobs. There was a problem with today’s course. But we need to make sure that all committee members can see the course to approve them.

Dr. Redman. Can we review how we get to the DEC page again? Log in to Moodle.

### **Online Course Review – DEC Committee Access**

Dr. Jacobs noted that many of the DEC Committee members cannot see the online courses for review. We need the Moodle Support Team (Rochelle Johnson) to

ensure DEC members have access to new course review sites that are uploaded for the committee review.

Dr. Jacobs reviewed the contract language regarding DEC membership.

“Composition: The committee will consist of 15 members: seven members selected by the Union to represent the College of Arts and Sciences, the College of Business, the College of Health Sciences, the College of Education, the College of Pharmacy, Library and Instructional Services, and the Division of Continuing Education and Non-traditional Programs; five members chosen by the respective Chairperson, director, or Union Chapter President, one each from the following areas: the Union, Information Technology, the Graduate Studies Council, the University Curriculum Coordinating Committee, and the General Education Committee; a member selected by the VP of Enrollment Management and two members selected by the Provost. Staff of the Office of Distance Learning are considered ex officio, non-voting members of the committee. College Deans shall be informed of the membership of the standing committee.”

We need Information Technology, Graduate Studies Council, Curriculum Committee, Gen Ed Committee, someone selected from Provost’s office, College of Pharmacy and the Union. We need to contact the new chapter president, Debra Lynch to nominate someone from the various colleges.

We will contact Prashant Shinde as the contact for IT; his representative, Alvin Richards, recommends that we leave Prashant Shinde as the committee member.

Is it possible for faculty to serve in multiple capacities? Yes. But the problem is that it reduces the number of people available to do the work of the committee. Dr. Rowan will get someone from UGC. If someone does not attend, we return to Union to seek representatives.

Dr. Sudeith is from the Provost Office. For enrollment management, Dr. Jacobs will reach out to Dr. Ellison. We do not have a student representative. Should we?

Dr. Jacobs would like to change the language to allow the Office of Online Education and CTRE to have a vote. How do we feel about that proposal?

Dr. Cronic: Is the student rep listed in the bylaws? Dr. Jacobs: I did not see it in the contract. Dr. Cronic – not opposed. The decision to have faculty make the decisions was because these are curricular matters, thus the reason only faculty have voting rights on the committee. Dr. Darga: This makes perfect sense. The online training piece should take care of the technology issues.

If this committee feels that the technology people should have a stronger say, then the committee can propose changes to who votes. Professor Fielder: It was not strictly technical; there are content questions as well.

Dr. Redman-one initial concern about committee – would it voice concerns about specific curriculum in each class. Part of the reason for having the CTRE involved is to reinforce that it is not about what I am teaching in my class, but how I am teaching. I do not want other faculty members questioning the content of one another's course.

Dr. Cronce: The issue 15-20 years ago – it is still the curriculum that is being addressed, the approval of courses for credit. Do we want to create a mechanism where non-faculty has input about what we are teaching?

Professor Fielder: What would we gain from having them vote that we do not get from their involvement on the committee?

A number of non-faculty administrators are allowed to vote (e.g., IT, Enrollment Management), but not the technical folks from the CTRE or Moodle.

Dr. Jacobs: A number of people who do not have knowledge or expertise are voting, while CTRE and Moodle cannot vote.

Is it important that these other non-faculty components are part of the committee? Yes, but the question is about voting. The DEC has to make a recommendation to put on the table for discussion among the parties to the negotiation.

Dr. Jacobs asked, are there people who prefer it the way it is? Dr. Darga: Those who can vote.

Dr. Rowan: We should talk about it again, when the committee is fully charged. Looks like the contract talks about cooperation (among faculty and administration). If some tweaks would help, that's good. Should we have someone from full-time lecturers or students on the committee? Can see any number of improvements. Do I think there is a problem? No.

Dr. Darga: Think they should be here, but not sure about how they should vote.

We need a couple of people to volunteer for a contract sub-committee. Rosalind Fielder is on negotiating team, thus would prefer to remain at arms length (as would Bernie Rowan).

Drs. Cronce and Jacobs will be an ad hoc contract subcommittee to prepare a proposal among current voting members. Dr. Cronce noted that we want to ensure that if non-faculty voting members attend a meeting and vote on issues, faculty might not have a vote on that particular issue – just a consideration we must keep in mind.

Dr. Jacobs: Some programs are putting together new online programs. Should our program provide a checklist about what a new online program should look like? Should we weigh in on distance education policy? We could amend the long-form rubric for program evaluation. Dr. Darga provided information to certificate programs that provides an example for review. Dr. Grimm – two different issues. Side issues – when you have individual courses approved, where is the double jeopardy when someone could get a degree online if the program has not been approved online.

Don't know about a mechanism for approving an online program.

Dr. Cronce: There is overlap between UCC (program approval) and the DEC. The by-laws of UCC state that UCC approves all programs, minors, and certifications including existing programs offering off site. With regard to online program approval, the DEC might be helpful in providing policy recommendation, but the UCC ultimately approves programs.

Dr. Darga: Were programs approved as traditional programs and they were approved because they went online?

Dr. Cronce: TPS was approved as a 50% online. To get to 100% approval, we need an internal process to do so. It is an important question. What happens when part of the approval process is completed but our internal process do not show that a course is approved (for 100% online). This is an important problem.

So first thing next month, we will put this on the agenda.

Dr. Cronce: There is also the reverse problem when UCC meets, they do not know what DEC has done. Miguel would come to UCC as a non-voting member. The interface between DEC and UCC is becoming more important.

Dr. Jacobs: One thing that is updated is the hybrid and online course **EDIT**.

Dr. Darga: Those programs exist in traditional form as approved.

Dr. Grimm: We did a substantive change with HLC. We need to check that language.

Dr. Chen agreed to be the interface at the UCC, since he is a member of the committee, when Dr. Jacobs is not available.

Dr. Darga this is coming to a head because we have been moving aggressively to get courses online at the graduate level.

Dr. Cronce noted that, often the chair does not know what courses have been approved.

**IT UPDATE**

Alvin Richards

Hardware technology for online courses will be updated. There is a discussion for faster T1 lines and adding new service and better desktop technology for the faculty who are teaching online. All faculty will be getting laptops. Dates were not discussed.

**OTHER COMMITTEE MEMBER UPDATES**

Dr. Darga: We were talking about subcommittees. I would like faculty involved

- Portal
- Global Initiatives

He is hiring 2 graduate assistants in the Office of Online Instruction to help students with technology issues.

Will be posting for the open position of Director of Online Technology shortly.

The meeting was adjourned at 1:54 p.m.

(Someone asked about Zoom. We will discuss at the next meeting.)

The next meeting will be on Tuesday, September 18 (3rd Tuesday) at 12:30 in the library (room will be announced).

Minutes Respectfully Submitted,

Joni Jackson

D.E.C. MEETING AGENDA-  
Aug 21, 2018  
12:30 p.m. – 2:00 p.m.  
4<sup>th</sup> 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. Enrollment Management (Sudeith)
    - H. Provost's office (Rowan)
    - I. Departments/Colleges
  - III. New Business
    - A. Course Approvals- May courses approved with conditions
    - B. New Course Approvals *Expect 3 to be presented at meeting*
    - C. Committee vacancies, roles
    - D. Online program versus course approval
    - E. Zoom site license discussion
  - VII. Old Business
    - A. Proposed course evaluation rubric & asynchronous committee work- ***Is it working***
  - VIII. Final Remarks
- 2018-19 Meeting schedule (Third Tuesdays): Aug. 21, Sept. 18, Oct. 16, Nov. 20, (Dec. 18), Jan. 15, Feb. 19, Mar. 19, Apr. 16, (May 21)
- VII . Adjournment

