

D.E.C. MEETING MINUTES

February 19, 2019

12:30 p.m. – 2:00 p.m., LIB 301

Members and Guests In Attendance: Karel Jacobs, Joni Jackson, Rochelle Johnson, Theo Garth, Nancy Grim, June Price-Shingles, Mark Sudeith, Phil Cronce, Dean Richard Darga, Art Redman, Suzuko Morikawa, Althanase Gahungu, Erica Allen, Sandra Karim, Jan Jo Chen

Call to order/ Introductions at 12:34 p.m.

Karel Jacobs opened with introductions of the committee and guests. Phil Cronce motioned to move to approve the minutes as amended; Joni Jackson seconded. The minutes were approved with one absention (Dr. Cronce).

Course Approvals Presented

Dr. Gahungu, represented ELCF, 5245.51 Leadership in Scientifically Based Literacy and Numeracy Instruction Assessment. Dr. Gahungu provided a written response to the conditions that the DEC questioned during his initial Fall 2018 presentation of the course. He addressed 9 points – field hours, headings and “chunkings” of weekly materials, discussion rubrics, ADA compliance for PowerPoint, online syllabus, office hours, measurement of participation, change in course name, and assignment collaboration.

Any comments will be discussed at the end of the course approval presentations.

Dr. Morikawa presented, History 2300, Caribbean World. Proposed to offer in Fall 2019. She walked the committee through her course, for example office hours, discussion rubrics, etc. There was a suggestion that colors of text may need to be adjusted to facilitate reading.

Karel Jacobs opened the discussion to the agenda. We will skip the discussion of virtual meetings and move directly to discussion of the two courses presented.

ELCF, 5245.51 Leadership in Scientifically Based Literacy and Numeracy Instruction Assessment. Dr. Gahungu.

Karel Jacobs opened the discussion of Dr. Gahungu’ s course. Art Redman moved to approve, Jan Jo Chen seconded. Joni Jackson and Erica Allen abstained. Dr. Gahungu’ s course, ELCF, 5245.51, was approved.

History 2300, Caribbean World Dr. Morikawa.

Art Redman asked, when a weekly assignment is structured such that it says, “read this chapter and take the quiz,” is this enough? Nancy Grim also indicated some

concern. Both felt there should be engagement activities in addition to “read the chapter.” Week 2 has a discussion forum. Rochelle Johnson indicated that (she believed) the week 1 activities were part of the orientation module. Dr. Morikawa’s intention is to have students read and write, according to Rochelle Johnson (based on their conversation during training).

Karel Jacobs asked if we want to approve with conditions. There were questions about making office hours more consistent. Do we wish to pass, as is, with minor comments or revise and revisit?

Art Redman asked that we accept with the following condition:

- More engagement
- Clarity on instructions for each section

Art Redman moved; Phil Cronce seconded.

Discussion: What are the other engagement activities?

Nancy Grim indicated that this is too close to correspondence course.

Karel Jacobs reminded the committee that we only ask for two modules so there be more engagement; although this is less clear from what was presented. The committee is seeking more collaborative activities to encourage students to engage with materials and more substantive engagement with the professor.

All in favor of approving the course with the following conditions:

- Uniform instruction in each section (e.g., reading chapters, watching videos, etc.)
- Addition of Skype times to F2F hour
- Adjustment of activities to include more engagement – discussion forums

All in favor. All opposed (none). Absention- Joni Jackson.

The course was approved with the above conditions.

Karel Jacobs reviewed Appendix G with the committee. The committee reviewed and revised definitions in Appendix G.

Phil Cronce noted that we have to retitle Appendix G’s definitions to match HLC language. Mark Sudeith commented on the definition of hybrid course, which requires at least 25% face-to-face.

Sandra Karim noted that the clinical component of nursing courses might be an exception to the definition of online and hybrid courses. Nancy Grim added that any classes with clinical or field experiences (e.g., pharmacy, nursing, education) might require a different definition.

Nancy Grim noted that some courses are heavy audio/podcast components without video. This definition needs to be addressed in the Appendix G.

Nancy Grim suggested that we strike “online course evaluations” because the committee does not evaluate online courses. Office of Online Instruction (OOI) does not (or should not?) have the ability to evaluate a person’s ability to instruct (or be responsible for faculty evaluation). She proposes new language. This should be a faculty-driven process, not an administrative function. There may be a template that can be appended into the university’s evaluation process to provide the department or university with guidance for any course that is a hybrid or online platform.

Phil Cronce believes that the development of the process, documents and questions must come from faculty. He agrees that there must be some standardization of the content / questions. All interested parties need to consult with one another. OOI may provide guidance and/or guidelines.

Phil Cronce discussed the work of the subcommittee, which examined committee membership, reviewing current membership and proposed memberships.

The first seven members are (proposed) to be elected by faculty. The current members are also proposed to continue to include members from VP Enrollment Management and two members elected by Provost. Contract administrator or Associate Provost may be ex-officio but not voting members.

Proposed to make OOI staff voting members; these staff are experts on design and provide guidance to the DEC. In the past, these staff members were not voting members because the process is faculty-driven.

The Appendix G language might have to be modified. Both proposals have fifteen members; the proposal addresses who is a voting and who is an ex-officio member.

The bylaws may recommend that we keep administrators as ex-officio members. Ultimately this has to be discussed with the Union. The DEC should vote to move forward with this proposal.

Jan Jo Chen noted that we may wish to have additional faculty representing colleges if these colleges’ committee members are office holders.

Nancy Grim asked question about what our role in evaluating online courses. Phil Cronce noted that we have a larger institutional issue related to online learning (defining our processes). Karel Jacobs also noted that there is a looming issue regarding IT and IT support.

Meeting adjourned at 2:04 p.m.

The next meeting will be virtually, on Tuesday, March 19, 2019 at 12:30.

Minutes Respectfully Submitted, Joni Jackson

D.E.C. MEETING AGENDA
Feb. 19, 2019
12:30 – 2:00 p.m.
301 Gwendolyn Brooks Library

- I. Call to order/ Introductions
- II. Approval of minutes
- III. Member Reports Regarding Online Education
 - A. CTRE –*N. Grim Updates*
 - B. Office Online Instruction – *R. Johnson Updates; Course Template*
 - C. Information Technology –*P. Shinde Updates and Virtual Meeting Software discussion (Zoom vs Go to Meeting vs Google hangouts...)*
 - D. General Education Curriculum Committee
 - E. Graduate Council
 - F. University Curriculum Committee
 - G. Enrollment Management
 - H. Provost's office
 - I. Departments/Colleges
- IV. Old Business
 - A. Discussion of DEC Forum
 - B. Changes to procedures for online/ hybrid course approvals
 - C. Recommend changes in Appendix G contract language (DEC: Jacobs and Cronce; CTRE: Grim; OOI: Johnson)
- V. New Business
 - A. Course Presentations- *please review*
ELCF 5245.51 Leadership in Literacy and Numeracy **revised** (A. Gahungu) <https://csumoodle.remote-learner.net/course/view.php?id=16817>

HIST 2300.51 The Caribbean World (Suzuko Morikawa)
<https://csumoodle.remote-learner.net/course/view.php?id=19478>

B. Online program collaborations- internationally (R. Darga)
C. Training Needs for online teaching faculty, DEC members

VIII. Final Remarks

Next Meeting: March 26th *Note change due to spring break; course proposals ready March 12th

VII . Adjournment

Information that Karel Jacobs forwarded to DEC members for review prior to (and during) meeting.

Definitions of Distance Education, Higher Learning Commission

<https://www.hlcommission.org/General/glossary.html>

February 19, 2019

distance-delivered courses – Courses in which at least 75 percent of the instruction and interaction occurs via electronic communication, correspondence or equivalent mechanisms, with the faculty and students physically separated from each other.

distance-delivered programs – Certificate or degree programs in which 50 percent or more of the required courses may be taken as distance-delivered courses.

distance education – Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

1. The internet.
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices.
3. Audio conferencing.
4. Video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

Other definitions for reference:

correspondence education – Education provided through one or more courses by an institution under which the institution provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced. Correspondence education is not distance education.

additional location – A place, geographically separate from any main or branch campus, where instruction takes place and students can do one or more of the following:

- Complete 50 percent or more of the courses leading to a degree program.

- Complete 50 percent or more of the courses leading to a Title IV eligible certificate.
- Complete a degree program that they began at another institution even if the degree completion program provides less than 50 percent of the courses leading to a degree program.

There is no base or threshold number of students or distance from the campus necessary for a facility to qualify as an additional location under this definition.

An additional location typically does not have a full range of administrative and student services staffed by the facility's personnel. Such services may be provided from the main campus or another campus.

A facility may provide access to instruction requiring students to be present at a physical location that receives interactive TV, video or online teaching. It is considered an additional location when 50 percent or more of a distance delivery program is available through one or more of these modalities at that facility.

An additional location has active status when students are enrolled. Its status is inactive when students are not enrolled. The status can change between active and inactive without approval from HLC. However, a location may only be classified as inactive with no student enrollment for a maximum of two consecutive years. At that point, HLC will require the institution to close the location.

PROPOSED / POTENTIAL CHANGES TO DEC BYLAWS – For discussion – not approved – but proposed

SECTION I: PURPOSE.

The purpose of the Distance Education Committee (DEC) will be to assess, recommend, develop and evaluate activities related to the growth and promotion of online education at Chicago State University. To achieve this end, the committee shall review all online course proposals submitted through the University's curriculum approval process, create evaluative instruments to assist in the review of online courses, develop guidelines and rubrics to assist faculty with the development of online course offerings and provide guidance to academic departments regarding the evaluation of online offerings.

The DEC shall also be empowered to both certify online courses and instructors and the committee shall routinely report its recommendations to the Office of Academic Affairs. To achieve this end, the committee shall work closely with the Office of Online Instruction (OOI) and the Division of Instructional Technology (IT) to provide faculty with the resources needed to carry out appropriate online instruction. The DEC shall also be charged with defining the modules used for online instruction, determining (in concert with the Union) the appropriate language for Appendix G of the Contract, and assist in ensuring the University's compliance with various external accrediting agencies and their standards.

The CSU-UPI Contract requires that a standing committee be established to study and make recommendations to the provost regarding quality, university support, faculty training and development, and workload issues for the teaching of Distance Education courses.

The committee's recommendations will provide information for future negotiations regarding distance education, workload and compensation. The Union and the CSU Administration mutually agree that they will enter into general on-going discussions on Distance Education, which shall include but not be limited to matters of compensation, quality of instruction and teaching assignment policy.

The committee will routinely assess activities related to Distance Education by academic departments/divisions, the Center for Teaching and Research Excellence (formerly the Office of Distance Learning), the Information Technology Division, and the CSU Administration. The Center for Teaching and Research Excellence (formerly the Office of Distance Learning) will collect this information, compile it and present it to the standing committee. These reports will include actions taken to meet the various responsibilities described in the Contract.

SECTION II: MEMBERSHIP

[Please review the new membership proposal (with changes to voting/ex officio memberships). If accepted, the language below will be revised to reflect the committee's new membership requirements and a document shall be drafted to propose to the Union revised language for Appendix G.]

The membership of the committee will consist of 15 member constituents as follows:

Seven voting members will be elected by the faculty from their respective College in accordance with the following procedures: annually, the Chair of the DEC shall notify the Dean of the College wherein the vacancy exists to request that the Chairs of each department be contacted to announce a vacancy and solicit volunteers. If only one person volunteers from that College, the member shall be seated on the committee. If more than one member volunteers, there shall be a runoff election conducted by the DEC Chair. The counting of ballots shall be overseen by the committee Secretary and the results reported at the next regularly scheduled meeting where the new member shall be seated on the committee. Elections to fill vacancies shall commence in mid-August with ballots due just prior to the September DEC meeting.

Five voting members shall be appointed by either the Union President, the CIO, or the Chairperson of the committee as follows; the Union "At-Large" member, a representative from IT, and a representative from the University Graduate Council (UGC), the University General Education Committee (GEC), and the University Curriculum Coordinating Committee (UCCC).

selected by the Union from each of the following areas of the university (the Distance Education Committee recommends that these appointees be by faculty members):

One representative from each of the 5 colleges (Arts and Sciences, Business, Education, Health Sciences, and Pharmacy) **Additionally, one voting member shall be selected by the Dean** from the Division of Continuing Education and Non-Traditional Programs **and one voting member shall be selected by the Dean of** from the Library and Instructional Services. **One voting member from the Office of Distance Learning and one voting member from the Moodle Support Services shall be selected by the Provost or the Director responsible for this division in any reorganization.** **The Provost, Assistant Provost, Contract Administrator and the Directors of Enrollment Management (EM) and the Center for Teaching and Research Excellence (CTRE) shall serve as non-voting ex officio members of the committee.**

Five members selected by the respective chairperson, director, or union chapter president from each of the following areas:

The Union

Information Technology

Graduate Studies Council

University Curriculum Coordinating Committee General Education Committee

One member selected by the VP of Enrollment Management.

The Distance Education Committee recommends that the VP of Enrollment Management select a non-faculty representative. Two members of the committee will be selected by the Provost. The Distance Education Committee recommends that the Provost select non-faculty representatives.

Members are appointed for a three-year term to a maximum of two consecutive terms. **The committee shall also establish a three year rotation of voting members with the Committee Secretary distributing a membership list to each of the committee members at the second meeting of the academic year.** The Union chapter president and the Provost at the request of the Distance Education Committee shall fill mid-year vacancies.

Alternate members may be selected by the duly appointed member **only for extended absences.**

To accomplish the purpose of the Distance Education Committee, its members should regularly attend meetings to insure adequate representation of each academic and administrative area. At the end of each semester the committee shall report to the Union chapter president and the provost those members attending less than 50% of the 5 fall and/or 6 spring scheduled meetings so that these members may be replaced within one month with new appointees.

Additional persons **and guests are always welcome to attend regular meetings and** may be invited to provide input to the Committee. They can be regular attendees or be invited to address specific topics. They shall serve without a vote.

SECTION III. OFFICERS.

The officers of the Distance Education Committee shall be the Chairperson, Vice Chairperson, and Secretary. The term of office shall be one year and elections will be held at the May meeting and will be effective at the beginning of the **next academic** next fiscal year. Special elections shall be held to fill vacancies.

SECTION IV. MEETINGS.

The Distance Education Committee shall meet at least once per month at a time and place to be designated by the Chairperson. **Current practice is for the committee to meet on the third Tuesday of the month.**

Attendance via a web conferencing program (like Elluminate) is permissible. However, members must attend at least 5 meetings in person. Special meetings shall be scheduled as necessary. Meeting agendas will be **distributed** published to committee members 3 to 7 days prior to scheduled meetings.

A quorum for ordinary meetings shall constitute a majority (**50%+1**) of the **voting members** present and voting. Written proxies may serve to constitute a quorum **but must be submitted in writing one day in advance of the meeting to the committee Chairperson.**

The minutes of the meeting shall be distributed to the members of the committee, the Provost, and the CSU Union chapter president.

SECTION V. **SUB** COMMITTEES.

Subcommittees shall be appointed as necessary.

SECTION V. PARLIAMENTARY PROCEDURES.

The Distance Education Committee shall follow the most current edition of Robert's Rules of Order.

SECTION VI. ADMENDMENTS TO THE BY-LAWS.

Proposed amendments shall be presented to the committee in writing at a regularly scheduled meeting.

Approval shall be by affirmative vote (proxies being permissible) of two-thirds of the members at a duly convened meeting.

SECTION VII. RATIFICATION.

Ratification of these by-laws shall be by affirmative vote of two-thirds of the total membership at a duly convened meeting.

Revised: 2-19-19?