

DISTANCE EDUCATION COMMITTEE

MINUTES

April 10, 2012

PRESENT: Grace Adams, Miguel Fernandez, Janet Grange, Kathleen Haefliger, Debrah Jefferson, Rochelle Johnson, James Kowalski, Janene Marshall, Sonya Ratliff, Steve Rowe, Michael Sukowski, Stephanie Suttles, George Williams

CALL TO ORDER

The meeting was called to order at 12:30 p.m.

READING OF MINUTES

Suttles moved and Fernandez seconded to accept the minutes of March 19, 2012.

REPORTS

A. Information Literacy Sub-committee

Mr. Fernandez presented a written report from the Information Literacy Tutorial sub-committee regarding the findings of the subcommittee.

Stephanie Suttles moved that the Information Literacy Tutorial module (CSIT) be revised incorporating the recommendations of the Distance Education Committee. Miguel Fernandez seconded the motion. The motion passed with 2 abstentions.

Mike Sukowski moved that if the LIS cannot revise CSIT, that the Chicago State University web master be requested to assist LIS. Steve Rowe seconded the motion. The motion passed with one abstention.

Chairperson Williams will present the motion to the Dean of LIS, Richard Darga.

B. Implementation of online instructor technology requests

Mike Sukowski presented a report on CTRE's accommodation of technology requests: 7 secondary monitors, 4 iPads and 4 computer upgrades are being distributed. George Williams requested and Mike Sukowski agreed that a secondary monitor be installed in the online faculty lounge at the CTRE (Library 3rd floor) for demo purposes for instructors. When asked about distributing iPads to Instructors who graduate from the Online Course Training, Mr. Sukowski replied that the iPads the CTRE currently has are used for meetings and training. Full-time faculty who successfully complete the OCT course have a choice of either a secondary monitor, a computer upgrade, or an iPad.

UNFINISHED BUSINESS

A. Attendance policy for online students and the Distance Education Mission Statement

George Williams will present to the Faculty Senate Academic Affairs Committee the Recommended online student attendant policy and the online mission statement..

Attendance Policy: *Attendance is defined as any activity specifically relating to a particular class, including, for example, turning in an assignment, viewing an online lecture or presentation, and participating in an on-line discussion forum. If a student does not participate in the course in any of these ways over the period applicable to that particular course (ordinarily a week), he or she will be counted absent for that meeting period as designated in the instructor's syllabus. All university attendance policies, including those for dropping students for non-attendance and excused absences also apply to online courses. Students are expected to complete meaningful activities assigned by the Instructor for the purposes of establishing class membership the first day of the semester.*

Mission Statement for Online Education

The Mission of Online Education at Chicago State University is to provide access to persons desiring to acquire post-secondary, graduate, and post-graduate knowledge independent of the learner's time and location constraints and to earn credentials valuable to academic institutions and employers. To achieve this goal Chicago State University endeavors to offer quality course development and support services for faculty and students involved in distance learning; to coordinate the development and delivery of asynchronous and/or synchronous online education degree programs and courses, and to ensure the quality of distance learning through rigorous efforts and continued improvement.

- B.** The Online Course Review Standing Committee consists of Grace Adams, Miguel Fernandez, Kathleen Haefliger, Rochelle Johnson, Janene Marshall, Liz Osika, Jon Patterson, and Mike Sukowski. The Online Course Committee will meet prior to the DEC May meeting, elect a chairperson (online faculty member), prepare a timeline for evaluations, develop a procedure and rubric, and report at the May DEC meeting.
- C.** The DAC Review ad hoc committee consists of Debra Jefferson, Liz Osika, Steve Rowe, Mike Sukowski, and Stephanie Suttles. This committee will elect a chairperson, develop a procedure, and present a report at the August meeting.
- D.** Miguel Fernandez presented a report on utilization of ProctorCam. The consensus of the DEC was not to pursue implementation.
- E.** The DEC discussed online student verification and decided not to pursue implementation.

NEW BUSINESS

- A.** Nomination of officers for the 2012-2013 academic year. During the meeting Miguel Fernandez and Barbara Price were nominated for the chairperson position. There were no nominations for vice-chairperson or secretary. Additional nominations will be solicited by email from the total DEC membership. Nominations will be closed by the end of April and elections will be conducted by Mike Sukowski by electronic survey prior to the May 8 meeting.
- B.** Online Course Review Committee members will be cross-trained with a monitor and a

MAC notebook.

C. Reports:

1. The Director of the Center for Teaching and Research Excellence will prepare a report pursuant to Article IV. b. (1) through (6) of the 2010-2015 Contract on the support of distance education at Chicago State University for the 2012-2013 academic year..
2. The Director of the Center for Teaching and Research Excellence will request from President Wayne Watson a report pursuant to Article IV, d. (1) through (6) of the 2010-2015 Contract on support of distance education at Chicago State University for the 2012-2013 academic year.
3. Mike Sukowski and George Williams will compile an annual report pror to April 30 reviewing the methods and actions taken to meet the various responsibilities described throughout Appendix G pursuant to Article II. c. (2)

ADJOURNMENT

Steve Rowe moved and was seconded by Grace Adams to adjourn the meeting at 1:50. The motion passed unanimously..