

D.E.C. MEETING MINUTES
April 23, 2013
12:30 p.m. – 2:00 p.m.
LIB 301

I. Call to order: 12:40 pm

Present: Miguel Fernandez, Cynthia Valenciano, Omar Headen, Debrah Jefferson, Theo Garth, Alesia Richardson, Mike Sukowski, Kathleen Haefliger, Prashad Shinde, Yvonne Harris, Stephanie Suttles, Rosalind Fielder Via Eluminate: Janet Grange, Rochelle Johnson, Liz Osika, Janene Marshall.

II. Approval of minutes of previous meeting –from 3-26-13

Corrections: New Business Item B: 3 programs, Physical Education, Tech & Ed, and LIMS – are officially approved. Correct name to Janet Oliver. ITD report Approved with corrections.

III. Reports

- A. Online Education Policies by department (Quintin Williams and Alesia Richardson reporting: Feedback review on policies is tabled until the May meeting. Chairs should submit their online education policies by May 1st.
- B. CSU Guidelines for Proctored Exams (Miguel Fernandez) Faculty Senate approved these guidelines at the April meeting.
- C. CTRE Grants (Michael Sukowski) Received more grant apps this past quarter than entire two previous years—Number of applications plus total dollars, requested equaled over \$300,000, Sukowski had \$159,000 to expend. CTRE also received additional \$\$ from a CSU College, in the amount of \$25,000, and this was expended as well There is an additional \$15,000 to use up to June 30th.

CTRE budget last yr. was ca. \$600,000 – and the new year request is \$700,000. July 1st, Sept 1st, Dec. 15th and Feb. 15th are the new quarterly CTRE grant cycle dates. Dr. Jefferson suggested that there be prioritization in awarding grants: for example: 1st applications would receive priority. For the March cycle 45 applicants did not receive an award.

IV. Unfinished Business.

- A. Course Peer Reviews
Committee is reviewing and reaffirmed that the courses will be evaluated only in a pilot mode. Fernandez will send a rubric of the evaluation to all faculty teaching online; the report should be ready for May. It will emphasize that this requirement is in the contract & faculty are evaluating each other in a peer process. Question: What are the consequences if evaluation rubrics are not met, when official evaluation begins in the fall? Evaluation goes to Dept. Chair who can make decisions about what actions to take. It was suggested that a town-hall meeting be held to lay out the DEC rubrics to faculty and respond to questions. Some faculty are now employed ONLY as online teachers.
- B. Awards for Outstanding Online Instructors
Committee will meet & present guidelines in August

V. New Business

A. Hybrid and online courses approval forms and procedure:

This is for Administrative approval; A form was created last Spring (2012), which Fernandez handed out. There was discussion on it. It was felt the form is vague; Fernandez proposed a new accompanying form which provides more information, including rationale for each online course offering. Dr. Jefferson indicated that she needs a procedure that demonstrates to her that the courses have been properly vetted as online courses, etc. Need to establish firm deadlines for each step of the process.

These course schedules are related to yearlong submissions for teaching, which are to be done almost a year in advance. The form needs to certify the faculty request to teach online, and needs sign off of both the Course Designer; and Course Instructor. We need a workflow of form procedures and deadlines and routing (Osika suggested that online courses be marked in a special way in the Catalog). Ideally the form would incorporate a Timetable like the Personnel Action form, or hook the DEC approvals to the Curriculum Committee – including Distance Learning teaching. Garth will develop a list of course being offered online & also list the instructors who have been approved for OCT. This committee will be responsible for ensuring that online offerings in a Dept. are NOT going over 50% -- one good way to have this happen would be to have it triggered in Banner, but a mechanism has not been developed yet for that.

Action items:

- 1) Revise website & add courses & instructors that are approved
 - 2) Post approval of faculty who can teach online on department websites – avoid using CTRE as the focal point. Put this information on the Moodle site.
- B. Nominations for May elections
Miguel will send an email to solicit nominations – due by April 26th.
We will do the voting online by the May meeting (using Survey Monkey).
- C. 2013/2014 DEC Membership -- Let Fernandez know if you wish to continue on the committee.
- D. Required Reports: DEC/CTRE annual report -- Fernandez and Sukowski will be writing it next month.

VI. Open Discussion

Congratulations to Dr. Miguel Fernandez, Dr. Cindy Valenciano & Dr. Tim Harrington and their students on their awards for “Best Presentation” and “Best Paper in the Education Track” on the topic “rural vs. urban education” at the Center for Scholastic Inquiry International Research Conference in Arizona in April 2013.

VII. Adjournment

Motion to adjourn was made by Stephanie Suttles at 2 pm and seconded by Yvonne Harris.

Submitted by,

Kathleen Haefliger, Secretary

Next meeting: May 21, 2013 at 12.30 pm in LIB 301