

D.E.C. MEETING MINUTES

August 26, 2014

12:30 p.m. – 2:00 p.m.

CTRE Knowledge Production Zone

I. Call to order: Meeting called to order at 12:37

Present: Michael Sukowski, Miguel Fernandez, Quintin Williams, Kathleen Haefliger, Jozef Stec, Theo Garth, James Kowalski, Robin Hawkins, Rochelle Johnson

II. Discussion of the April minutes. Sukowski defined a hybrid course as being 30% online and that any course where students are required to come to campus even if not for instruction is considered to be an online. Haefliger asked if a group was present on campus to address these issues. Sukowski stated that there is a group that is formed from Department Chairs. Haefliger stated that some printed information giving clear definitions should be printed. Approval of minutes of the April meeting. Dr. Stec motioned to approve the minutes. Dr. Williams seconded.

III. Reports

- A. Fernandez provided a list for 2014/2015 DEC Membership. He urged that we look for alternates from each of our respective colleges. He also is going to contact Laurie Walters concerning Dr. Grim's position for the Union Representative for the DEC committee. We need to check the bylaws to review the election process. Fernandez will email Dr. Henderson concerning the Provost Representative. Also, a question was raised regarding if the University Curriculum Committee exists.
- B. Stec commented that the dates for the DEC meetings should be earlier than the 3rd Tuesday of the month. List of Meeting Dates were provided. The May 19th date was changed to May 12th.
- C. Sukowski discussed the DEC 2014/2015 Budget. He stated that all budgets across campus were cut by 20%. The Board approved a final budget of \$212, 547 for CTRE for the first quarter. CTRE current budget was \$28,409. This includes all summer fees but doesn't include fees for the \$50 online classrooms fee.
- D. Garth provided a Moodle Update. He stated that we are now entering into a contract with a Response Lock Down Browser. It is currently in the pilot phase. In September the contract begins. Metacourse-faculty can create their own

course. There is a video training. There is a FAQ list for students that provided steps (directions). Starfish will continue testing for remote users. Third party software to interface with our students. Five new modules are provided for faculty: 1. P-Cast (podcasting), 2. Quick find list (quick search within Moodle course), 3. Screen Cast (works with Jing and Moodle), 4. Sharing Chart, 5. Global Chat (for outside sources). All are on the list for faculty training.

- a. Summer courses are proposed to extend two weeks into the fall semester before they are closed out. This prevents students from going back to older courses and retrieving course information. Sukowski mentioned that students had multiple chances at a course, kept failing, and blamed CTRE for not explaining the dates. No more student access after the two weeks. Fernandez needed to have a written policy to state the procedure for getting access to online courses after they have ended. Mike and Theo will work on the policy writing for vote at the September meeting.

E. OCT Update

- a. Sukowski stated that there is a reciprocity agreement to all previously trained faculty to be waved from taking OCT training. But they must prove their training to be listed as a completer with the Office of Contract Administration. The schedule for OCT dates are on the CTRE website. Fifteen people signed up, approximately four will be dropped. 142 OCT completers to date, some are no longer at CSU. Kowalski spoke about the Pedagogy and Andragogy course and that the enrollment decreased for the second course, and that he will maintain the mini course structure. The same structure will be maintained for the assessment course.

IV. Course Peer Reviews

- A. Nancy and Jozef completed course peer-reviews. Discussion tabled until the September meeting. Seven or eight faculty volunteered to review two courses. Soon to look for volunteers to review the spring semester courses. Typically look for 10% of the offered courses for peer review.
- B. Sukowski stated that SARA is law in Illinois. He is currently working with Department Chairs to discuss enrollment of out-of-state students. Loyola was hit with a cease and desist order for recruiting and enrolling students from Arkansas. Don't recruit students from Arkansas. We will need permission to discuss recruitment and enrollment. Midwest SARA will not charge a fee until it is established. This fee can range between \$125 to \$5000 per student per program.
- C. An adhoc committee has been formed to discuss the cost and procedures of facilitating online education. Some members include: Sukowski, Fernandez, Hawkins, Carney (chairperson). The group took a field trip to University of Illinois Springfield (UIS) to talk about online/hybrid courses. UIS shared a lot of data from

2009 to present about online enrollment. About fifty percent of their courses have online enrollment. Sukowski suggests that the IT department will be responsible for working with students via the IT help desk. Students should contact the instructor first for closed quizzes. There is a three tiered help system: 1. IT help desk, 2. Faculty, 3. CTRE. CTRE with Department Chairs to determine what faculty needs are for online teaching.

V. New Business

- A. Appendix G Review. Fernandez state that contract negotiations are soon to begin and that it is time to make any revisions. Osika wants to add online office hours. Each member of the DEC committee is to make notes and recommendations concerning Appendix G for September meeting. Hawkins questioned should online professors come to campus for office hours and that all suggestions or recommendations should be forwarded to both administration and the union. Hawkins also asked if there is anything that needs to be put into the contract in reference to Appendix G. For example, does OCT completion and teaching online rules for the faculty need to be added to the contract. Fernandez suggested to re-invite faculty to OCT. Stec stated that the notices and resources are available. Hawkins strongly agreed with Stec.
- B. Request to add/modify instructors on Moodle. Sukowski stated that FERPA regulations require written requests for course content, that there should be faculty cues for online course creation, and that he didn't want other professors to have access. This topic was tabled for the September meeting.

VI. Haefliger suggested for Fernandez to send a reminder email to the committee to review Appendix G for revisions.

VII. Fernandez and Haefliger carried motions to adjourn the meeting. At 2:11 pm.

Respectfully Submitted by

Dr. Quintin L. Williams Jr.

Distance Education Committee Secretary