

DISTANCE EDUCATION COMMITTEE

Minutes - February 14, 2012

PRESENT: George Williams, Mike Sukowski, Grace Adams, Miquel Fernandez, Theodis Garth, Sonya Ratliff, Barbara Price, Janet Grange. Dr. Jefferson and Dr. Marshall attended via Elluminate.

CALL TO ORDER

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

READING OF MINUTES

The minutes of January 10, 2012 were approved and accepted.

REPORTS

A. Attendance Policy for Online Students

Below is the Committee's recommended attendance policy for online courses:

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. Recommended is that an online instructor have a meaningful class activity for the first day of the semester for the purposes of establishing class membership in addition to a discussion forum for the first week of class.

B. Letter Concerning Online Course Cancellation

Faculty Senate has requested that a sub-committee address this matter.

C. Letter Concerning Coordination of Committee Meetings

This matter has been referred to the Faculty Senate. The link is in DEC

D. Calendar of CTRE/DEC Activities - Mr. Kowalski has taken care of this. The website is <https://sites.google.com/a/csu.edu/csu-clearinghouse/?pli-1>

UNFINISHED BUSINESS

A. Information Technology Module (CSIT)

Dr. Asadi has requested a meeting with the DEC sub-committee that evaluated the CSIT and George requested Fernandez to set up the meeting with her. He requested the students in his 3 online classes to do an evaluation of CSIT since they had the training module as an assignment the first week of school. He tallied their responses and sent them to the sub-committee and Dr. Asadi. These subcommittee's findings can be found under Documents entitled CSIT Evaluation Compilation.

NEW BUSINESS

A. Resignation of Committee Members

George received email from Rosaline Fielder stating her resignation from the DEC Committee (due to heavy schedule) as well as her Alternate. George will ask the Union to supply replacement names.

B.. Mission Statement of Online Education

Below is a motion passed to provide the following as a Mission Statement for Online Education:

The Mission of Online Education at Chicago State University is to provide access to person desiring to acquire post-secondary, graduate, and post-graduate knowledge independent of place and location 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.

The Committee will vote on this motion at the March, 2012 meeting.

C. Proposal for Budget Expenditure for Secondary Monitors for Online Instructors:

Below is a motion made by Mr. Williams and seconded by Grace Adams to provide online instructors with a secondary monitor for their offices. The motion passed unanimously. “Upon request of an online instructor, the CTRE will purchase a secondary monitor from this year’s budget for the instructor’s office for the duration of the time that the instructor continues to teach online courses; the basis for honoring the instructor’s request is the number of courses the instructor teaches, the length of time the instructor has been teaching online, and the instructor passing the OCT training. The monitor shall become part of the department’s inventory.”

D. Policy for Online Course Evaluations by Administrators
Administrative Access to Online Courses

Mike and George will develop a policy for online course evaluations by administrators.. DEC will be receiving copies of all DACs within the next 6 months.

E.. Policy Recommendation for Rubric for DAC for Course Evaluations

Mike will address this matter. He will present in writing the plan and procedure.

F. Training for Review of Online Courses

Mike will be piloting a project on February 22nd with Dr. Dunn in the Psychology Department to determine how online faculty are using technology to match instructional design and pedagogy. They will utilize a rubric with two components to address this.

G.. Verification of Student Identity

Posted in documents is the HLC document on Verification of Online Student Identity. We are addressed with the issue by HLC if identifying students in our online classes. How does the institution verify that the student who enrolls in a course is the same student who submits assignments, takes exams, and earns a final grade? The question that should also be posed is how does a classroom instructor know that an assignment was actually written by the student who is submitting the assignment.

OPEN DISCUSSION

Discussion centered around how time-consuming it is to log into Moodle and how best this problem can be addressed.

ADJOURNMENT

The meeting was adjourned at 2:12 p.m.

Recorded by:
Grace M. Adams