

DISTANCE EDUCATION COMMITTEE
Minutes - January, 10, 2012

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

PRESENT: Grace Adams, Daniel Block, Rosaline Fielder, Theodis Garth, Janet Grange, Debra Jefferson, Janene Marshall John Patterson, Steve Rowe, Mike Sukowski, Stephanie Suttles, George Williams (Janet Grange and Debra Jefferson attended online via elluminate)

Minutes of December 13th were approved by Janene Marshall and seconded by Rosalind Fielder.

REPORTS

LIZ OSIKA - Digital Measures

There was 100% participation for the pilot for online and hybrid course evaluation utilizing Digital Measures. The feedback was overwhelmingly positive. Eighteen (18) of the online/hybrid courses included additional questions faculty elected to have added to their individual classes. Approximately 50% (49.5) students responded to the evaluations. Instructors have received a message regarding the availability of the Digital Measures results for their classes. Raffles of gift cards served as incentives to generate student responses. The majority of faculty and administrators support using Digital Measures campus wide. The feedback was overwhelmingly positive with the exception of one faculty. This matter will be presented to the Faculty Senate with a recommendation for system wide use.

MIKE SUKOWSKI

Memorandum of Understanding (2)

The revised versions of the Memorandum of Understanding (MOU) are located under Documents in the Distance Education Committee organization shell.

NVIVO9

A session will be coming up on January 29th. The research software and faculty technology lab are almost 100% in place. They are currently waiting for the monitor to be installed. CSU will receive a 10% educational discount on purchase of license. A specific budget has not been set aside for software. However, Moodle, Respondus, Digital Evaluations have been budgeted. A question as raised as to whether available software can be published for faculty. George requested that faculty should be able to see Softchalk online as well as F2F webinars. It was decided that the best method to notify faculty of the availability of webinars, Softchalk, etc., was via CSU's faculty email.

ONLINE/HYBRID COURSE ENROLLMENT

Online Course/Hybrid Course Enrolment Data disseminated covering enrollment from Fall 2010 (1,570) Spring 2011, (1,759) Summer, 2011 (1,212) and Fall 2011 (2,021).

Daniel Block suggested a need to compare summer F2F classes with Summer Online courses to determine the percentage of increase/decrease.

INFORMATION LITERACY MODULE EVALUATION

Fernandez, Patterson and Rowe have all submitted reports and George Williams will combine and send to DEC.

UNFINISHED BUSINESS

The matters pertaining to the Departmental Distance Education Policy DAC template and Online/Hybrid Course Approval Process have been resolved and are on the DEC Organization Shell..

NEW BUSINESS

ONLINE ATTENDANCE POLICY FOR ONLINE

Questions were asked related to determining what is and is not considered online attendance. Should there be a policy statement regarding attendance? DEC will try to be specific about what constitutes attendance– Debra Jefferson suggested that with F2F students, one is considered to be in attendance when students respond to the attendance call in class. When online students log in or sign in the class, then that should be considered attendance. . Should we have same policy statement for online students as F2F students. Deb Jefferson stated that the attendance policy should be in compliance with federal law. Dan volunteered to verbalize attendance policy/withdrawal policy for online classes

CANCELLATION OF CLASSES

Discussion was centered on whether DEC should issue statement of concern regarding cancellation of online classes. Rowe stated that this matter should be presented to the Faculty Senate. George will draw up a statement regarding this and state the support systems which would be available to student.

UNIVERSITY -WIDE CALENDAR OF MEETINGS AND EVENTS

The Website for events and meetings is <http://www.csu.edu/calendars/>

OPEN DISCUSSION

Due to time constraints, open discussion was not held.

ADJOURNMENT

The meeting was adjourned at 1:58 p.m.

Recorded by:

Grace M. Adams