

D. E.C. DISTANCE EDUCATION COMMITTEE
May 6, 2017 MEETING MINUTES
LIB 301
12:30 – 2:00 p.m.

Present: Miguel Fernandez (Chair), Runez Bender (Secretary), Paula Carney, Jan-Jo Chen, Rosalind Fielder (Rec. secretary) Satasha Green, Joni Jackson, Karel Jacobs (Vice Chair) Joanna Kolendo, Mike Sukowski, Thomas Rowan, Others?
Visitors: Dr. Kimberly Black?

1. Meeting called to order by Miguel Fernandez at 12:30 pm.
2. Approval of minutes of previous meeting.
3. Online course approvals. The following online/hybrid courses were approved:
 - INSY 4200 Project Management Principles & Practices (Dr. Abuleil)
<http://csumoodle.remote-learner.net/course/view.php?id=14402>
 - INSY 5300 System Analysis & Design (Dr. Abuleil)
<http://csumoodle.remote-learner.net/course/view.php?id=14403>
4. Discussion about differences in online and hybrid courses began with Dr. Abuleil's proposed courses. He uses recorded lectures, forum and weekly contact with students.

Suggestion that DEC should form checklist of what ought to be included in a hybrid versus online course. Ex. give dates when students need to come to class or if /when tests will be face-to face. Discuss how to stay in touch with students. Can use forums- 150 words, but need for more detail and use of rubrics to define what goes into posts. Another potential problem to address is knowing why online students leave, not sure why but often personal rather than course design.

Dr. Green discussed UCCC (?) where she presented.

5. Miguel stepping down as Chair. Jacobs elected as replacement with Jackson as vice chair for fall 2017.
6. Meeting adjourned at 1:55pm