

D.E.C. MEETING MINUTES
May 12, 2015
12:30 p.m. – 2:00 p.m.
LIB 301

I. Call to order: Meeting called to order at 12.37 p.m.

Present: Callery, Fernandez, Haefliger, Richardson, Sukowski
Guests: Aka, Fuller, Groh, Hampton, Kutame, Mogenda, Wilson, Sanders

II. Approval of minutes of April meeting. Motioned to approve minutes by Fernandez and seconded by Richardson.

III. Reports

A. CTRE End of year report. Sukowski shared the CTRE end of year report (see document attached) and announced he is proud of what the CTRE has accomplished this year. He stated they are down in the number of events they offered this year. However, they are still offering a good number of workshops.

IV. Unfinished Business

A. Course Peer Reviews. Fernandez will send an email to all faculty who taught online during the Fall and Spring semesters asking for volunteers to get their courses reviewed. The subcommittee will review them and provide feedback during the month of May.

B. Online Certification Training Completion Proposal. Callery stated the CTRE is giving faculty who have not completed the Online Certification Training (OCT) course a one-time opportunity to complete the course and receive a certificate. The make up session will begin June 15, 2015 and will end July 31, 2015 that should give ample enough time for the completion of all missing assignments.

Target Audience

Group A : Individuals who have a completed all of the required coursework and have an approved design document.

Group B : Individuals who have completed all of the required coursework but do not have an approved design document.

We estimate approximately 25 faculty are in this target audience with the majority falling in Group B.

Completion Requirements

Group A : Based on the approved design document, faculty will be invited to complete the remainder of the assignments that consist of:

- Jing videos
- Setting up of a course grade book
- Creating a discussion forum
- Final project course

Group B : Faculty will be invited to submit a design document for approval.

Once the design document is approved the individual will be asked to complete the remainder of the assignments that consist of:

- Jing videos
- Setting up of a course grade book
- Creating a discussion forum
- Final project course

V. New Business

A. Online Course Approvals

i. CMAT 2210 Interpersonal Communication

Wilson presented this course, which is an introduction to communication theories and prompt real life applications of the course content. Course content, which is designed to develop/enhance skills such as communicating one's ideas and emotions and maintaining healthy relationships, will be explored through individual, discussions, and reflective writing. Fernandez motioned and Haefliger seconded. Motion carried.

ii. HS 4070/5070 Current Health Problems of School Children.

Groh presented this course, which is designed to acquaint students with the recognition of the health problems of school children and their needs along with referral procedures for treatment and follow up. There was discussion about the way modules are presented on Moodle, as it seems that there are no assignments for students to complete on certain weeks. Groh addressed the questions and explained that students are advised and informed about the work that has to be completed on a weekly basis. Fernandez motioned to approve the course with the recommendation that the calendar be revised to add due dates to make clear when assignments have to be completed and to add materials to those weeks that are blank. Haefliger seconded. Motion carried.

iii. POL 2050 Chicago Politics.

Aka presented this course, which is designed to expose students to the intricacies of politics in the City of Chicago. It comprises five modules or units of instructions: first, background history on Chicago politics from Chicago's incorporation as a town in 1833 to the period of the Great Depression in the 1930s; second, African-American influence in Chicago politics (Black Chicago politics); third, Chicago politics from Anton J. Cermak to Rahm Emanuel; fourth, The status of Chicago among U.S. major cities; and, fifth, Chicago in the world (i.e., its status as a global city). This course will be

offered in the summer. Richardson motioned and Haefliger seconded. Motion carried.

B. Hybrid Course Approvals

i. COUNS 5640 Counseling Theories and Ethics.

Mogenda presented this course, which is currently offered online. It focuses on major theories, principles, ethical concerns, and techniques of counseling. It is an introduction to Afro-centric and other models and exploration of techniques for children adolescents, and special populations. The department wants to add in person sessions where the faculty can provide more theoretical background to students. They will meet four times during the semester. It was proposed that the faculty member could record the theory that is going to be presented in class with the students in advance so that they can view them online and then have a discussion in class.

Richardson motioned and Haefliger seconded. Motion carried.

ii. COUNS 5720 Life Style and Careers Development.

Fuller presented this course, which is currently being offered online. It focuses on theories and principles of vocational choice, relationship between career choice and life style, sources of occupational and educational information, computerized guidance services, financial aid, college admissions, approaches to career decision making processes and career development exploration techniques. The current course offers jing videos and the instructor wants to have the opportunity to have personal discussions with students in person. Instructor presented some of the materials and activities included in the current course. Fernandez motioned and Haefliger seconded. Motion carried.

After all courses were presented and approved, we expressed concern about the approval process and decided we need to create a rubric to use in the approval of online and hybrid courses. This will bring more transparency to the process. Fernandez in conjunction with the CTRE will work on this rubric over the summer.

C. Summer DEC Committee. It was discussed the possibility of setting up a special Summer committee to review any requests for online/hybrid course approval, and it was decided that we will not meet. Our next meeting will be in August.

D. DEC officer election results. Fernandez announced the results of the officer elections:

- i. Chair: Fernandez
- ii. Vice Chair: Richardson
- iii. Secretary: Fielder

Richardson accepted her position as Vice Chair. Fernandez will check with Fielder to see if she wants to accept her position as Secretary. In case she denies, Fielder will assume the role, as she was second.

- E. 2015/2016 DEC Membership. At the beginning of the new academic year Fernandez will contact deans and administrator to appoint new members, as some of the current members will not serve in the committee.
- F. 2015/2016 DEC Meetings Schedule. The 2015/2016 meeting schedule was established as follows:
 - August 25, 2015
 - September 15, 2015
 - October 20, 2015
 - November 17, 2015
 - December 15, 2015
 - January 19, 2016
 - February 16, 2016
 - March 22, 2016
 - April 19, 2016
 - May 10, 2016

VI. Open Discussion

- A. Moodle. Callery announced that CSU will be replacing Blackboard Collaborate with a new open-source synchronous conference tool called BigBlueButton in July. An announcement will be sent to all faculty with instructions on how to convert recorded lectures of any course meetings in Blackboard Collaborate into video files and download them. Those files should be moved to an area outside of Moodle by June 30, 2015.
- B. Haefliger expressed her concern about the basic computer requirements that are listed on course schedules. It was discussed that there is nothing in Appendix G that makes reference to that. However, we agreed that changes need to be made. Fernandez will look into that.

Fernandez thanked the committee for all the work during the year and wished everyone a great summer. He then motioned to call the meeting to adjourn at 2.09 pm and Richardson seconded.

Respectfully submitted by
Miguel Fernández
Distance Education Committee Chair