

D.E.C. MEETING MINUTES

May 13, 2014

12:30 p.m. – 2:00 p.m.

LIB 301

Members present: Miguel Fernandez, Chair, Rosalind Fielder, Nancy Grim, Kathleen Haefliger, secretary, Robin Hawkins, Jamilah Jordan, James Kowalski, Alesia Richardson, Michael Sukowski and Quintin Williams.

- I. Call to order: The meeting began at 12:40 pm.
- II. Approval of minutes of previous meeting
Minutes of the previous meeting were approved without change.
- III. Online Course Approval
ECH 4550 Introduction to Infant Mental Health
Dr. Jordan presented her Online Course ECH 4550/5550. This course had been approved in Dec. 2013 by the Univ. Curriculum Committee.

Dr. Jordan presented several modules (chapters) of her course for review. She discussed the need to find content that was “open” and yet appropriate. She purposely included pictures to illustrate her topics – and included captions to describe the visuals. She had submitted this in time to allow comments, and Dr. Paula Carney (not present) sent writ ten comments which Fernandez will forward. The reviewers were very impressed with the sample modules, and told her that OCT is very proud of this work. Part of Dr. Jordan’s goals was to have this course function as a “meta” course (Moodle terminology); and have the course serve instruction for either undergraduate or graduate enrollees.

Fernandez offered the motion that the course be approved for Online teaching; seconded by Williams. The committee passed approval without reservation.

- IV. Reports
 - A. OCT and OTE
Kowalski reported that 18 are enrolled in the OCT beginning 5/12/14. Two other classes will be offered: June 30th and August 18th.
OTE (Online Teaching Excellence, follow-up course) will be split up into two four week parts, the first covering Educational Theory and the second covering Andragogy and Pedagogy. This will be offered in June 2014.
 - B. Update on SARA (State Authorization Reciprocity Agreement) Dept. of Education: The State of Illinois has not yet passed a bill authorizing IL to be part of SARA. Several states have already been approved:

Alaska, Colorado, Idaho, and Washington. There have been complaints from for-profit colleges regarding SARA, directed at the US Congress. SARA is set up in regional Coordinating Groups of states— Midwest SARA will accept us in their membership.

V. Unfinished Business

A. Course Peer Reviews. Next Steps

Nancy Grim reported she asked Theo Garth to provide a list of faculty who are teaching online. The committee has decided on next steps— procedures, protocols, and overall plan. Miguel will send out an email call inviting faculty to be volunteers. Ten random courses will be chosen for the test cases.

B. Definition of Hybrid and Online courses

The Definition of what percentage of direct instruction conducted online would constitute a hybrid course needs to be in Appendix F of the UPI contract. The HLC-Soan definition is that 100% of instruction done online comprises an “Online” course; whereas courses with 30% or more online instruction is suggested as the appropriate level to define a course as hybrid. Nancy Grim proposed the motion that “a course will be classified as blended or Hybrid if 30% [or more] of direct instruction is online. 2nd by R. Fielder. Motion passed. Grim as union representative will propose to Laurie Walter (UPI Chapter President) that this definition is to be included in the contract.

C. Use of Moodle and CSU Technologies in Moodle

Deferred –due to time constraints.

VI. New Business

A. DEC officer election:

An election for officers for the next year was conducted at the meeting. The results are: Miguel Fernandez has been re-elected as Chair for 2014-15. Nancy Grim will serve as Vice-President, and Quintin William will serve as secretary for 2014-15. Congratulations to each of them.

B. 2013/2014 DEC Membership

A request to the Faculty Senate President will be sent to provide us with a current membership list.

C. 2013/2014 DEC Meetings Schedule

Miguel provided a meeting schedule. Meetings will be conducted, as in the past, on the 4th Tuesday of each month, at 12:30 pm and generally held in the CTRE spaces. The first fall meeting will be August 26th, at 12:30 pm.

VII. Open Discussion

Miguel thanked all committee members for their service this past year. He reviewed accomplishments of the past year, including the approval of several online or hybrid courses – or renewals. A year of hard work and progress toward goals.

Miguel and Michael Sukowski thanked Janet Grange, who had served as Vice-Chair for several years. He also wished her Best Wishes on behalf of the Committee as she will be retiring on June 29th, 2014. He also thanked secretary for the last two years, Kathleen Haefliger, who is relinquishing this post, but remains on the committee. Sukowski also mentioned that CTRE met or exceeded all its goals for this past year, doing so with three fewer employees.

VIII. Adjournment

R. Fielder called for adjournment at 2:10 pm and Williams seconded.

Next meeting: August 26, 2014 at 12.30 pm in LIB 301

Respectfully Submitted,

Kathleen Haefliger, Secretary 2013-14