

D.E.C. MEETING MINUTES

November 25, 2014

12:30 p.m. – 2:00 p.m.

LIB 301

- I. Call to order: Meeting called to order at 12:37pm.

Present: Michael Sukowski, Miguel Fernandez, Quintin Williams, Kathleen Haefliger, James Kowalski, Robin Hawkins, Paula Carney, Jacqueline Callery, Suzoko Morikaua.

- II. Approval of the minutes from the September meeting. Motioned to approve minutes by Kathleen Haefliger and seconded by Paula Carney.
Approval of the minutes from the October meeting. Motioned to approve minutes with small adjustments by Dr. Carney and seconded by Robin Hawkins.

- III. Reports

A. **Moodle Update.** Spring course shells are available to instructors and are not visible to students.

B. **Dec Website Updates.**

- i. Official list of approved online and hybrid courses have been posted to the website. Send all website suggestions to Miguel.
- ii. Three online programs approved by HLC for the MS.Ed, MS. Phy Ed., new MS. Tech, and MS Library Science. More online programs can be added.
- iii. Updates need to be made to the list for OCT completers and faculty with other approved/accepted online program credentials.

- IV. Unfinished Business

A. **DEC Awards.** Subcommittee met three weeks ago and outlined the requirements and eligibility for the award.

B. **Appendix G Review.** Discussion will continue at the next meeting. Feedback needed by December 1. Section V to the end needs revision.

C. **Course Peer Review.** Tabled for the December Meeting

- V. **New Business**

- A. Online Course Approvals

- i. Intro to Sound Art ART/MUS 2050. Course is interdisciplinary. Formerly a hybrid prior to the formation of the DEC. Course is eight years old. MWF offering in a photolab. This conflicts with the schedule and needs of the photo art students who need use of the same lab as well. The lab contains very few computers. Students have to bring their own personal laptops. The course requires the use of analog equipment. This course is difficult when compared to Art (paints, sculpture) courses. It requires multiple listening sessions over time. Instruction demonstration on what to do is given on

Monday and Wednesdays. Instructor wants them to be on their own on Fridays. Students can see the instructor on Fridays for extra help. Course will be 2/3 face to face and 1/3 online. This is a general education course. Assignments have been posted on Sound Cloud. Course uses Audacity. The course is not joint offered between Arts and Music. The student's works have been posted around town. These students have to check out equipment. The instructor will do more online postings of quizzes and assignments. Motioned passed to be a hybrid (Dr. Carney motioned and Haefliger seconded).

- ii. Hist 2160 Multicultural America. Similar offering as 2720/30. Enrollment issues for the face to face course. Coordination will be maintained with the faculty advisor. Proposed as an online course. (Williams motioned and Hawkins seconded).
- iii. Hist 2720 – African American History 1865. Students are required to read the entire textbook. Course includes discussion forums weekly. Instructor posts the textbook, review, and weekly chapter exams. Schedule remains consistent via syllabus with several rubrics. Course proposed as an online course. (Williams motioned and Hawkins seconded).
- iv. Hist 2730 African American History post 1865. This course will be identical with more videos and online content. Readiness exams will be available. Course has posted office hours. Students must submit 750 word essays. Proposed course as an online. (Williams motioned and Hawkins seconded).

B. **Proposed Fee Change.** Sukowski proposed an increase in the fee/credit hours for online and hybrid courses. Currently there is a \$50 fee per course. The proposal asked for \$25/credit hour as the new fee. The revenue generated would be split as follows: 30% of fee revenue allocated to CTRE, 10% allocated to the Library, 10% allocated to LAC for online tutors, and %0% split evenly among the colleges that offered the online courses/programs. The fee structure is based on the current fee structure at the University of Illinois at Springfield. Dr. Carney asked for an analysis and projection for the revenue for the proposed fees. Sukowski mentioned that this would have produced \$25,000 more dollars if this fee was used last semester. The proposed online coordinator position would be used for tech support of the online programs. Sukowski also mentioned that \$87, 000 could be returned to the CTRE budget if IT would pay for software licenses (SPSS), student evaluations, and Mathematica. The discussion will be tabled to the December meeting.

VI. Dr. Carney motioned to call the meeting to adjourn and Dr. Fernandez seconded the motion at 2:10 pm.

Respectfully Submitted by
Dr. Quintin L. Williams Jr.
Distance Education Committee Secretary