

**Chicago State University**  
**DISTANCE EDUCATION COMMITTEE**  
MINUTES  
October 30, 2012

**PRESENT:** Daniel Block, Miguel Fernandez (Chair), Rosalind Fielder, Theodis Garth, Kathleen Haefliger (Secretary), Yvonne Harris, Debrah Jefferson, James Kowalski (ex officio), Alesia Richardson, Prashant Shinde, Michael Sukowski (ex officio) and Stephanie Suttles

Via Elluminate: Janet Grange (Vice-Chair) and Liz Osika.

Guests: Tenell Edingburg and Bernard Rowan

**CALL TO ORDER**

The meeting was called to order at 12:35

**READING OF MINUTES**

Minutes of the Sept 25, approved as distributed. Minutes approved as recorded.

**Reports:**

**Guest: Prof. Bernard Rowan – re Assessment viz a viz HLC visit.**

Rowan noted that the Mock visit team asked about Distance Education. Three online degree programs will be offered and program application change forms have been submitted. Dr. Sylvia Gist has contacted Fernandez re HLC visit in terms of Distance Education. The committee should review what has been submitted re Distance Education for HLC visit; and be prepared to explain how assessment is done for Distance Education courses. Liz Osika and Dan Block will probably be present representing Distance Ed. Rowan suggested that we all look at the Report in Live Text to review & be prepared for the HLC visit.

**Guest: Tenell Edingburg (Academic Advising Specialist)** Reported on her research regarding Distance Learning/Education at peer institutions.

Her report was detailed and extensive. Some of the highlights are noted below:

She interviewed and researched several Peer Institutions. All were 100% online programs; none of them were blended programs. Institutions looked at included Cameron University, Univ. of North Alabama, Jacksonville State Univ. and the entirely online Kaplan and Univ. of Phoenix programs. Each program was examined regarding its mission, registration procedures, and the content of the programs themselves.

Registration details for all programs included the Financial Aid office handling all financial aspects; no Distance Education departments got involved. At Cameron Univ. they have an Academic Coordinator, who handles many of the administrative details. Whether students were allowed to enroll and take classes before being officially admitted varied by institution.

Ms. Edinburg queried the schools on their Examination procedures; especially how they were conducted and whether a Proctor was required to be present. Students pay costs of arranging proctor/& location – when proctors are required for exams at some of the schools, and Cameron required all students to have at least one proctored exam. Others allowed instructors to determine whether exams would be proctored.

Tenell shared her observation that because of HLC, even “pure” online programs now seem to be requiring in person “proctoring.” And, there are many modes of testing—taking an exam (test) is not the only way to test their learning of the material. Harris mentioned success with case study scenarios which ask students to apply their knowledge and which demonstrate critical thinking applications.

### **General Discussion on Proctoring & Administrative Aspects of Distance Education**

M. Sukowski shared his experiences and mentioned that Moodle can be used – entirely online. M. Fernandez gives online exams without proctoring but the questions are timed in some situations. Other possible means to addressing examinations would be use of a “proctor cam” but only if students own or have available the proper technology. We may also need to find Proctor sites and provide a list to our DEC students.

Mike Sukowski stated that Distance Education does not have a separate office here at CSU and thus there is no administrative office support to provide Proctors, or other DEC (administrative) support.

Dr. Jefferson reiterated “We have no “on call” unscheduled proctoring services.” We are offering several hundred online classes, so now that we’ve established the courses we need to set up an administrative structure that can facilitate and accommodate all aspects of DEC (online) education.

Others mentioned the need for standards for hybrid meeting schedules; how many times; and where. Having an Office of Examinations and Proctoring was another suggestion. S. Suttles suggested a set of established dates for having all these proctored exams, and Mr. Shinde asked whether the state has hybrid course guidelines, and is there a DEC Consortium, which would offer proctoring and other such administrative services.

Janet Grange – via Elluminate mentioned the training for the Accounting exam for Business students, which is done online. Business has 20 hybrid courses, where they require students to take the exams at a physical location. (Student pay fees-- \$50.00 for online course; plus additional fee for a Proctor course, and the Univ. has a responsibility to provide these facilities & personnel.

B Rowan remarked though “If I teach a hybrid class I’m required to give my own exams.” (Distance Ed. Cues are awarded to professors for online (ONLY) classes – remarked Jefferson).

Dr. Jefferson suggested we create an ad hoc committee for policy/procedures on how we

could handle proctoring, and what are the requirements to have courses proctored? To evaluate our needs and procedures it was suggested to conduct a PME like evaluation, esp. if we require personnel. – Do we need a University Proctoring Center? And E. Harris added that we need a cost assessment of what's involved in proctoring exams.

This proposal was accepted, and Drs. Jefferson, Grange, and Richardson agreed to serve on the Proctoring Policy Committee to formulate a policy re proctoring.

### **Reports:**

Online Certification Training - Sonya Ratliff reporting: 12 completed the OCT in 8 weeks, there are two more courses for this semester: M. Sukowski will start a class beginning Dec. 5<sup>th</sup>, and R. Johnson on Dec. 12<sup>th</sup>.

DAC & Distance Education - Dr. Jefferson reported: Eight departments submitted a DAC review grid form Jefferson noted that operational Distance Ed policies are not by contract required to be in the DAC, but convenient if they are documented there.

Distance Education Training: (M. Sukowski) Videos are available: These were created by State Authorization & Regulations (Southern states require a \$5000 application fee; Indiana only wanted a letter; If training is not provided institutions face fines up to losing your Federal Funding). There is a DVD set you can request to watch & make notes. Number 3 of the series discusses "How to be a good Online Instructor." It was suggested that perhaps this part could be watched as part of our meeting (and/or streamed).

Regarding Spring Registration: Dr. Jefferson: Encourage students to register & make it convenient by having Faculty information up in Moodle. Late Registration begins Jan. 7<sup>th</sup>.

November 27<sup>th</sup> -- Next Meeting: -- Same time 12:30 in Lib. 301.

Meeting ended approx. 2 pm with Fernandez calling the Motion to adjourn, which was seconded by T. Garth.

Respectfully submitted:

Kathleen Haefliger  
DEC Secretary