

## **Distance Education and Educational Technology Committee**

### **Meeting Summary**

Tuesday, November 7, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

**Members Present:** Joe Mangan, Tania Beliz, Rosemary Nurre, Trang Leong, Erica Reynolds, Teresa Morris, Ellen Young

**Guests Present:** None.

#### **Action on Agenda:**

Approved meeting agenda approved with additions from Erica for discussions around online proctoring requirements and an update on the CSM Mission Statement.

#### **Action on Meeting Summary:**

Approved previous meeting summary.

#### **Issues Discussed:**

- I. Online Faculty Evaluation
  - A. Appropriate way to evaluate Observation Form #11: Communication with Students  
Issue: Inbox in Canvas doesn't give option to download/export student teacher interactions. Right now all evaluators can see is outgoing. Inbox is 'outside' of the course shell so it would not be in course activity.  
Solution? Course analytics then drill down to a student profile to see number of messages.
  - B. Student Interactions Report in Canvas
  - C. We need a procedure for faculty to follow when doing evaluations on how to collect and review this data.
  - D. Tania Beliz suggested that the evaluator and evaluatee meet in person or online and the evaluatee can login to show the evaluator examples of communication between the instructor and student(s).

- E. Erica Reynolds asked Tania Beliz if she could discuss the issue at the next DEAC meeting while Erica is away.
  - 1. Action Item: Erica Reynolds will e-mail Kimberlee Mesina and Peter Bruni and ask for the item to be added to the agenda.
- II. Discussion Around Proctoring Requirements for Online Courses
  - A. From Marsha Ramezane:

I have spoken to the articulation community about this issue and many are aware that some departments have made this claim. The bottom line to this issue is a bit blurry. The reality is that the mode of instruction is not relevant and if articulation is established it must be honored. (Often students are unaware of the articulation issue and may not have the information that moves them to take the issue to the University articulation office as a complaint.) The CSU Chancellor's Office recently updated an executive order and once again it states that the mode of delivery is not relevant.
  - B. Erica will follow-up with Marsha and cc' Trang to see if Marsha can come up with a general statement for students to give to instructors at other institutions about the articulation agreement. If the instructor/department does not agree with the agreement, then they can escalate the issue to the articulation officer rather than the student.
- III. Update on CSM Mission Statement
  - A. A final version should be approved at the November 17th IPC meeting. Once the final version is available. An email will go out to the DEETC committee for approval/feedback. IPC is not looking for wordsmithing, but an approval of the mission statement before the December IPC meeting.
- IV. Review Librarian Role Permissions *reviewed and accepted*
- V. Review DE Plan 2017-2020
  - A. The goals of the DE plan remain the same. Erica reviewed the new objectives of the plan under Goal 1 and Goal 2.
- VI. Agenda Items for Next Meeting
  - A. Review of DE Plan 2017-2020 (Goals 3 - 6)
  - B. Review DEETC Mission, Purpose, and Membership
  - C. TradePal App

**Next Meeting:**

December 5, 2017, 12:30 p.m. - 1:30 p.m.

**Summary Prepared by:**

All present members on November 7, 2017.