

**EDUCATIONAL POLICIES COMMITTEE
MINUTES**

Tuesday May 3, 2011; in Founders' Hellstedt room

Members in attendance: Louie Bertenshaw, Patrick Crawford, Liesl Fowler, Katie hanson, Rick Jaeschke, Taddy Kalas, Douglas Parvin, Michael Wolf, Benjamin Zimmerman, Craig VanSandt, Paul Weissburg

Others Present: John Delaney, Gail Parsons

The meeting was called to order at 5:35 p.m. by Committee Chair Mike Wolf.

I. Minutes / Summary of Actions: Approval of Minutes and Summary of Actions forwarded to Senate from April 26, 2011 meeting

Motion to approve: Patrick Crawford

seconded: Douglas Parvin

All Approved

II. Old Business:

December 14, 2010

Further Discussion to be noted on future Agenda:

- **What is the actual charge of the EPC Committee**
- **Are the EPC guidelines being met**
- **Constitutional responsibility of faculty to be in charge of curriculum**
- **Proactive behavior /not reactive**
- **Certificate Programs**
- **Concern with new instructor course syllabus development**

Discussion: Recommendation to meet with new Academic Dean to discuss and clarify EPC function.

Recommendation: Katie Hanson, Charles Hyser and Liesl Fowler will meet to construct a proposed course approval form and checklist for instructors. Results will be submitted to EPC Committee for discussion and review.

III. New Business

(CONTINUED...) On-line course discussion:

November 30, 2010

E. Additional Discussion: at candidate presentation of Dean, a question was presented to the Dean Candidate regarding blended learning courses as it applies to current Augustana faculty teaching Augustana students. Concern with moving forward on this topic.

- Define blended learning, distance learning, on-line learning
- Development of on-line course in process?
- Is there recommendation to move forward from the Board
- Is faculty committee aware of this move
- Is there intention to make these courses available to non Augustana students
- Is this being considered for summer courses (only)
- Will this be considered for current courses or new courses
- Concern with contact hours and faculty load / suggest required contact hours and definition of contact hours
- Concern with certification of student identity issues and security
- Will all courses be required to come through governance
- Can an existing course change to a distance learning course without governance approval?

- Are courses being currently taught at Augustana that would meet criteria of blended, on-line or distance learning courses
- What are we delivering as an institution
- Financial issues

Action:

- **Recommend EPC has voice in conversation about definition and creation of blended, distance, on-line courses**
- **Survey faculty**
- **Request EPC members submit questions to Mark Vincent to prepare survey**
- **Survey results of peer institutions offering on-line, blended, distance courses**
- **Seek information regarding issues of current on-line, blended or distance learning courses at other institutions**
- **Request faculty that have been involved in distance, on-line or blended courses to submit input**

April 5, 2011

Continue discussion of on-line courses

Discussion:

- **Must define term of on-line courses and proposed policy**
- **What title to be used for on-line courses (blended, distance, self-propelled, etc.)**
- **Requirements established for on-line courses**
- **Synchronized time offered for contact**
- **How do on-line courses effect image and character of Augustana**
- **Will this change the perception of Augustana**
- **What has research shown of "Best Practices"**
- **What are student reviews of on-line courses**
- **What are Peers and Aspirants promoting for on-line courses**
- **Concern with definition of contact time (personal, webcam, internet, etc)**
- **Will ITS be capable of committing to on-line courses**
- **What is the financial needs for on-line courses**
- **Will other institutions be team teaching with Augustana on-line**
- **Possibilities of integrating courses with other institutions**
- **Is "time" of the utmost to approve or not approve on-line courses**
- **What are the reasons for on-line courses**
- **It was noted many on-line courses are large lecture oriented courses**

Concerns:

- **Student professor interaction**
- **How is the quality of student learning measured**
- **Are current Augustana courses approved for on-line without going through governance**
- **The value of face to face interaction in the classroom**
- **Student accessibility with professor and college resources**
- **Email backlog for student not on campus to contact professor with questions**
- **Would like policy implemented before offering on-line courses**

Actions:

- **EPC committee has requested Chair to invite Jon Clauss for open discussion of recommendations and research concerning on-line courses**
- **Request Chair discuss on-line courses with Academic Dean**
- **When policy regarding on-online courses has been developed through EPC, move to Senate for approval**

- Request current courses being considered for on-line development be approved with consideration for methodology, student contact defined and content of course changes and moved through normal governance for approval

April 12, 2011

A. Discussion of On-Line (Distance) Learning Courses: Jon Clauss & Mark Salisbury attending
Jon Clauss and Mark Salisbury were present to answer questions and offer information regarding online course environment at Augustana.

- Presented a study of 10 Best Practices for Beginning Online Teaching
- Course proposals are being prepared for EPC approval
- What is the institutional effective practices
- Will courses be entirely delivered online
- Recommend a feasibility study
- Is the infrastructure currently capable to offer online courses (concern with bandwidth overload)
- Possibility of combining with International course offerings online
- Develop online course criteria
- Construct a metric or rubric template for online course development
- Offer examples to educators how to meet criteria for online course approval
- Opportunity for students to complete course sequences and graduate on time
- The new use of the SRI has online course assessment indicated on form
- Create online support community
- Existing online at Augustana: email, moodle, lectures online, videos online, outside of class

EPC Committee concerns:

- In the effective practices for online courses, how are suffixes approved
- Will student be prepared for next sequence of courses
- How many sessions of class will be required face to face
- How will learning outcome be qualified
- Define online learning
- Will certain courses be considered off limits for online
- What requirements will be set for instructor/student contact
- In classroom, Professors view students for well being and concerns are forwarded to Dean of Students
- Interaction between student and professor
- Does online courses effect the Mission of Augustana
- What is the criteria of the Online model:
 - Was class size considered?
 - Were lecture courses noted?
 - Were lab courses included?
 - What courses were not included in model?
- Consideration of online courses for summer
- Will online courses enhance learning

It was noted, all of the objectives are not independent and must be considered within a feasibility study and the courses meet Augustana practices and mission.

April 26, 2011 (Discussion continued)

- EPC Committee is concerned with existing courses moving to online without approval
- Need to define online for catalog purposes
- Do online courses meet the reputation of the Augustana mission

Action:

- EPC Committee will draft a statement for recommendation to Senate regarding

Online courses at Augustana

- EPC Chair will notify Senate, a policy from EPC will be submitted regarding online courses (Policy was not submitted , Discussion to be continued next fall 2011-2012)

May 3, 2011

B. On-Line / Distance-Learning discussion (John Delaney present for discussion)

Discussion:

- Type of online course development – hybrid or on-line summer course
- Develop a survey to see if there is a demand for course
- Department has limited resources with fulfilling current courses needed for accounting major
- Develop fundamentals of accounting course for non accounting or business majors
- Course is existing approved course
- Student would learn about setting up their own business practice
- Current professor in Business Administration department has expertise in technical security and has done online courses at another institution
- Would like to offer course end of July - early August
- Professor available to teach summer course

- Cost for online course
 - If course cost reduced, how many students will be required for course to be offered-to pay instructor and cost of registering course with state
- Technical considerations to implement online course
- Would course be completed by August 1 for grades
- Students informed they would be summer grad., if credit needed to fulfill graduation requirements
- Number of students needed to cover cost of on-line course
- Catalog policy to be considered for on-line courses - would this course be included in the 9 credit max for transfer students
- Requirements to advertise on-line course in state and other states
- Exam requirements
- How will course be evaluated for consideration of continuing on-line
- Request student input of on-line course in evaluation
- Paperwork required to file and cost to offer on-line courses / state and out of state requirements

Motion to table for next academic year 2011-2012: Douglas Parvin

Seconded: Patrick Crawford

4 yes

3 no

2 abstain

A. Consent Agenda (Items from GenEd)

Australia LC (RELG327 and BUSN-INTR-AKP)

PP for GRMN 324

B. On-Line / Distance-Learning discussion (John Delaney present for discussion)

John Delaney, Accounting Department Chair, discussed the proposal for an existing course to be developed as a pilot for online learning summer course. Course would include how to prepare a financial statement, budgets for business practice, balance sheet, income statement, profit analysis, managerial accounting, how to improve efficiency, etc.

Dr. John Delaney was approached by Dr. Darrin Good, over a year ago, to deliver an accounting summer course for pre-med, biology and pre-professional students that would give the student an introduction to accounting and business.

(see discussion under NEW BUSINESS III Continued... May 3, 2011)

Motion to table for next academic year 2011-2012: Douglas Parvin

Seconded: Patrick Crawford

4 yes

3 no

2 abstain

C. WASHINGTON INTERSHIP INSTITUTE (GPG approved for next year; needs permanence)

Motion to approve: Paul Weissburg

Seconded: Louie Bertenshaw

All Approved

D. Addition of RELG (325) Environmental Ethics to the Environmental Studies major/minor

Motion to approve: Craig VanSandt

Seconded: Douglas Parvin

All Approved

E. Staffing of course issues (What credentials are needed in order to teach courses at Augie?)

Time limit of meeting: moved to next fall agenda

F. Nominate & elect EPC Chair for academic year 2011-2012

Nomination to elect Dr. Michael Wolf as EPC Chair for 2011-2012 academic year

Motion to approve: Paul Weissburg

Seconded: Taddy Kalas

All Approved

Motion to adjourn meeting 5:35 p.m.: Louie Bertenshaw

seconded: Benjamin Zimmerman

All Approved

We will miss our friends who completed their term on EPC.

‘till next fall