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EDUCATIONAL POLICIES COMMITTEE
MINUTES
Tuesday AUGUST 30, 2011; in Swenson Hall of Geosciences, conference room (#103)

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Members in attendance: Joe Bright, Greg Domski, Rob Elfline, Ann Ericson, Liesl Fowler, Bob Haak, Ellen Hay, Taddy Kalas, Kathleen Nannenhorn, Cameron Onumah, Rowen Schussheim-Anderson, Michael Wolf, Tim Bloser, Kristy Nabhan-Warren

 Others Present: John Delaney, Gail Parsons

The meeting was called to order at 4:30 p.m. by Committee Chair Mike Wolf.
I. Minutes from May 3, 2011 and Aug 23, 2011 meetings:
 Motion to approve: Liesl Fowler   seconded: Michael Wolf
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**

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 online 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 online course**
- **Catalog policy to be considered for online courses-would this course be included in the 9 credits**
- **Requirements to advertise online course in state and other states**
- **Exam requirements**
- **How will course be evaluated for consideration of continuing online**
- **Request student input of online course in evaluation**
- **Paperwork required to file and cost to offer online 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

III. New Business
A.   Consent Agenda (Items from GenEd):
PN, I for BIOL 180 (Fundamentals of Ecology); *note: already listed as such in 2011-12 catalog !*
EPC Chair will forward to Senate for approval

B.   Continuation of On-line / Distance-Learning policy discussion
(See on-line course discussion OLD BUSINESS above)

Professor John Delaney, Chair of Accounting Dept., was present to update EPC Committee on proposed on-line, blended course ACCT 200 for summer 2010-2011.
- Course not taught – lack of interest for summer
- Course developed for non accounting majors and is currently in catalog
- Accounting department would like to consider offering to Augustana students as a pilot course for spring term 2011-2012
- Market students interested in being small-business owners
- Course to continue as a 3-credit course
- On-Line, Blended course suggestions:
    Meet with professor once weekly for 10 weeks at designated times; All exams proctored; Guest speakers require student attendance; On-Line chat designated times; Videos; Exams will be criteria to assess course

Discussion:
- Approval through State of Illinois
- Student / instructor contact hours
- Faculty load issues

- Discuss with Academic Dean approval for pilot course spring term
- What is perspective of student regarding on-line, blended courses
- Currently, Augustana accepts courses for transfer from other colleges offering on-line courses
- Define on-line and blended
- Consider policy to define use of on-line and blended courses at Augustana

EPC Chair will invite Professors Stephen Klien and Bob Tallitsch to discuss on-line, blended courses; these are 2 who may be using these pedagogies already.

Discussion veered onto another topic (Haak driving):
Review of Accounting Certificate Program offered for CPA exam:
> Enrollment met the projected 5 students
> Tuition for Certificate program is offered to students at ½ tuition cost
> Next year, because of the increase in internship placement, projection for course enrollment is 10 students

C. **Add new course on permanent basis: Japanese 301/302 (Nagase)**
GPG approved them last year on a one-time basis
Discussion:
- Concern with number of students in proposed course.

Motion to approve: Taddy Kalas   Seconded: Joe Bright
Approved   1 Nay vote

D. **Dean Lawrence's request for input on the Staffing Priorities document**
EPC chair requested committee members email suggested document changes
to forward to Dean Pareena Lawrence.
Suggestions:
- Consider no spacing between questions to not suggest limited response
- Question: How is the position critical to strengthening (or *maintaining*) … Maybe divide into separate questions
- Include Program assessment & industry/gender/race issues for faculty (differs by dept)
- Consideration that time for departments to include information in recruitment publications may differ – Note a time table for National and Regional notice deadlines
- Question: Based on national (and/or regional) employment… suggest including contribution to liberal arts education as a critical (explicit) question

E. **Discussion of Handbook description of EPC functions**
Meeting time limit. Move to next meeting
No motion required

F. **Staffing of course issues (What credentials are needed in order to teach courses at Augie?)**
Meeting was called for time. Will move to next meeting Agenda.
No motion

G. **Contract minors (we have contract majors; should we have contract minors?)**
Meeting time limit. Move to next meeting
No motion required

Motion to adjourn meeting 5:30 p.m.: Jim Bright   seconded: Kathleen Nannenhorn
Meeting Adjourned

Next Meeting: 4:30 p.m., Sept. 6, 2011
Swenson Hall of Geosciences, conference room (#103)