

EDUCATIONAL POLICIES COMMITTEE
MINUTES

Tuesday SEPTEMBER 13, 2011; in Swenson Hall of Geosciences, conference room (#103)

Members in attendance: Tim Bloser, Joe Bright, Gregg Domski, Liesl Fowler, Bob Haak, Ellen Hay, Taddy Kalas, Kristi Nabhan-Warren, Kathleen Nannenhorn, Cameron Onumah, Rowen Schussheim-Anderson, Mark Vincent, Michael Wolf

Others Present: Stephen Klien, Ryan White, Gail Parsons

The meeting was called to order at 4:35 p.m. by Committee Chair Mike Wolf.

I. Minutes from September 6, 2011 meeting:

Motion to approve: Kathleen Nannenhorn seconded: Joe Bright
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:

The information below has been compiled from EPC meetings:

November 30, 2010, April 5, 12, 26, May 3, August 30, September 6, 2011.

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

Considerations:

- Define blended learning, distance learning, on-line learning, self propelled & propose policy
- Distinguishing on-line, blended, distance learning, self-propelled from traditional courses
- Is there recommendation to move forward from the Board
- Is "time" of the utmost to approve or not approve on-line courses
- What are the reasons for on-line courses
- Do online courses effect and meet the Mission of Augustana/ what are we delivering as an institution/how will on-line courses effect image, character and perception of Augustana
- Will online courses enhance learning
- Propose policy implemented before offering on-line courses
- Are on-line courses being considered for summer courses (only)
- Should on-line courses be offered to upper class students only
- Will all courses be required to come through governance
- Are current Augustana courses approved for on-line without going through governance
- Are courses being currently taught at Augustana that would meet criteria of blended, on-line or distance learning courses
- Financial issues, approval, paper work and needs for on-line courses (State, Federal, institution)- who is responsible to file required forms
- Requirements to advertise online course in state and other states

- What has research shown of “Best Practices”
- Will ITS be capable of committing to on-line courses / Technical considerations
- It was noted many on-line courses are large lecture oriented courses
- In the effective practices for online courses, how are suffixes approved
- Will certain courses be considered off limits for online
- 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?
- Need to define online for catalog purposes
- 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
- Would course be completed by August 1 for grades (summer courses)
- Could Blended Course initiative be an enhancement to teaching method – Not time away from student
- What is the institutional effective practices
- Will courses be entirely delivered online
- Recommend a feasibility study
- Possibility of combining with International course offerings online

Faculty Considerations

- Is faculty committee aware of this move/ Are Peers/Aspirants promoting on-line courses?
- Will this be considered for current courses or new courses
- Issues with contact hours and faculty load / suggest required contact hours and definition of contact hours
- Concern with definition of contact time (personal, webcam, internet, etc)
 - Important that student/faculty contact time be maintained
 - What % of course can be outside of the classroom
- Will other institutions be team teaching with Augustana on-line
- Possibilities of integrating courses with other institutions
- Email backlog for student not on campus to contact professor with questions
- How many sessions of class will be required face to face
- How will learning outcome be qualified
- In classroom, Professors view students for well being, and concerns are forwarded to Dean of Students
- 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 credit limit
- Exam requirements
- How will course be evaluated for consideration of continuing online
- How will course quality be controlled
- Will Departments be required to review and evaluate blended learning courses
- Will textbooks be required
- Is outside video and reading to be considered class time
- Will instruction videos be updated
- How will course time be monitored
- Require courses meet as scheduled not including outside videos and reading material

Student Considerations

- Concern with certification of student identity issues and security
- Is there intention to make these courses available to non Augustana students
- Synchronized time offered for student contact
- What are student reviews of on-line courses
- How is the quality of student learning measured

- The value of face to face interaction in the classroom
- Student accessibility with professor and college resources
- Will student be prepared for next sequence of courses
- What is perspective of student regarding on-line, blended courses
- Currently, Augustana accepts courses for transfer from other colleges offering on-line courses
- Request student input of online course in evaluation

(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.)

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 input that have been involved in distance, on-line or blended courses
- 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
- 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)

On-Line discussion: instructors offer on-line course environment and information.

Jon Clauss, Mark Salisbury, Jon Delaney, Robert Tallitsch

- Presented a study of 10 Best Practices for Beginning Online Teaching
- Course proposals are being prepared for EPC approval
- Is the infrastructure currently capable to offer online courses (concern with bandwidth overload)
- 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
- 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

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

Dr. Robert Tallitsch was present to discuss and answer questions of his use of Blended Learning for BIOL 358 – Neuroanatomy.

Dr. Tallitsch was approached by Dean Jeff Abernathy to develop a blended learning course.

- Course selected for blended learning upper course division / BIOL 358
- All lectures recorded / students reviewed recorded videos and reading material before class time
- Students at first did not like the process of outside required video review time
- Weekly quiz to review students understanding of video material
- Students did better on exams compared to previous years
- Students approved to continue blended learning
- Class time was spent on questions & answers of reviewed reading/video material
- Dr. Tallitsch felt time spent with student proved more efficient
Students had more time to process information and were able to review Video material repeatedly if needed
- Text required for course
- Helps to develop student academic maturity and study skills
- Instructor Office hours increased
- Time reviewing material for lecture considered for in class time
- Instructor noted drawbacks:
Less Student interaction
More time required for course preparation / must think about answering student questions to answer on video, visual aids, help items
Would not approve of blended course development for underclass students
- Instructor evaluation:
Prior years / students had more questions
Students in blended course were able to recognize outlying data compared to previous teaching method
Classroom time averaged 45 minutes
- Will use Blended Learning method for course again during 2011-2012

Action: EPC Committee Chair will ask Stephen Klien, and Ryan White to visit for further discussion of the use of on-line course offerings

April 19, 2011

B. Informational meeting with Jon Hurty about War Requiem LC

- Learning Community does not fall into current LC course model structure
- Requested to submit LC not via online course approval form
- Three different courses in three different “departments”
- Requested input from EPC Committee how to distribute credits between three departments
- Course is not proposed under a department
- Concern with student overload possibilities
- Requesting suffix “PH.” EPC members also suggested a PA in addition
- Requested from acting Dean, approval for students to leave during finals week

EPC Committee discussion:

- “IP” grade need to be requested
- Will course fulfill major requirement or graduation requirement
- LC to be four to six credits under current policy
- Possible IMMR course / request input from Gen. Ed. Committee
- Submit to GEN. ED. Committee for review and guidance of “PA” and “PH” suffixes
- Three instructors proposed / 2 faculty, one non-faculty
- Concern for non-faculty submitting grade (and teaching)
- Submit to Music and English departments and Division support and approval
- Suggest 1 course instead of 3 courses
- Suggest non-faculty to combine with faculty members for teaching of course
- Request student inform other course instructors early in the term about leaving during finals week and receiving approval to move final if needed

III. New Business

A. Consent Agenda for GenEd material: NONE

B. Blended learning and on-line course discussion. Drs. Stephen Klein and Ryan White, guests

Stephen Klein, department of Communication Studies, offered information and responded to questions regarding his instruction and development of course, Communication, Politics and Citizenship COMM 211, as a part of the blended learning initiative. This course is a gateway to Communication major and a Gen. Ed. course.

- Students review online videos and take a quiz before class
- Concepts from video are discussed and reinforced in class
- Class time is more flexible and able to break into small groups; videos, Moodle and Power Point are added learning tools
- Text book is used for additional information
- Pedagogy is developed by the instructor to communicate to their class
- Involves online face to face components
- Students use contact time productively in active learning sessions
- Students increase time on task
- Consideration of contact hours:
 - Individual appointments
 - Outside lectures
 - Student to student involvement

Additional information of online courses supported by Ryan White, Director of Vocational Reflection.

- online course may include live sessions with live students
- Components of online courses: use of chat board, flexibility and diversity, response threads, video comments
- Consider size of class
- How to translate current course to online course
- Offer to students a different learning tool
- Consider a pilot online course

Suggested consideration:

Online course instructor reviewed by administration, in accordance with appropriate established regulations and guidelines.

C. MUSC310 (PH) Music in Context: The War Requiem, Benjamin Britten—Music, Text and Context – 3 credits. Learning community.

ACTION: Forwarded to GPG (Governing Prep Group) for consideration as a 1-time approval.

- D. Contract minors (we have contract majors; should we have contract minors?)
See: [Home](#) > [Academics](#) > [Registrar](#) > Forms
http://www.augustana.edu/Documents/registrar/Contract_Major_Check_List.pdf
Discussion moved to a future meeting.

- E. Discussion of Handbook description of EPC functions
Discussion moved to a future meeting.

- F. Staffing of course issues (What credentials are needed in order to teach courses at Augie?)
Discussion moved to a future meeting.

Motion to adjourn meeting 5:45 p.m.: Kathleen Nannenhorn seconded: Joe Bright
All approved

Next Meeting: 4:30 p.m., Sept. 20, 2011
Swenson Hall of Geosciences, conference room (#103)