

**EDUCATIONAL POLICIES COMMITTEE
MINUTES**

**Tuesday SEPTEMBER 6, 2011; in Swenson Hall of Geosciences, conference room
(#103)**

Members in attendance: Joe Bright, Greg Domski, Rob Elflin, Ann Ericson, Ellen Hay, Taddy Kalas, Kathleen Nannenhorn, Cameron Onumah, Rowen Schussheim-Anderson, Mark Vincent, Michael Wolf, Bob Haak, Tim Bloser

Others Present: Robert Tallitsch, Gail Parsons

The meeting was called to order at 4:30 p.m. by Committee Chair Mike Wolf.

I. Minutes from Aug 30, 2011 meeting:

Motion to approve: Kathleen Nannenhorn seconded: Ann Ericson

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 (Discussion continued)

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

August 30, 2011 (Discussion continued)

B. Continuation of On-line / Distance-Learning policy discussion

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

III. New Business

A. Consent Agenda (Items from GenEd):

PP for THEA 201

EPC Chair will forward to Senate for approval

B. Continuation of On-line / Distance-Learning policy discussion (Dr. Bob Tallitsch present)

(See on-line course discussion OLD BUSINESS above)

Professor Stephen Klien was unable to make this meeting, but he is scheduled for next week.

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 continuation of blended learning after first exam results
- Class time was spent on questions and answers of reviewed reading and video material; full class periods not utilized
- 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, but not perfectly suited for undergraduate level
- Helps to develop student academic maturity and study skills
- Instructor Office hours increased

- Time reviewing video material for lecture considered 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 use blended course pedagogy 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 academic year

Committee Discussion:

- How will course quality be controlled
- Will the course remain Augustana appropriate
- Will Departments be required to review and evaluate blended learning courses
- Will textbooks be required
- Important that student / faculty contact time be maintained
- What % of course can be outside of the classroom
- 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
- Could Blended Course initiative be an enhancement to teaching method –
Not time away from student
- Recommend to not diminish course time with student
- Use blended learning enhancement to aid in covering more material
- What are the possible problems with internet usage for on-line videos
(download time and accessibility for student viewing)
- How will Blended Learning enhance course to aid with student processing of information

Action:

**EPC Committee Chair will ask Ryan White, from the Center for Vocational Reflections,
to visit for further discussion of the use of on-line course offerings.**

- C. **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
Move to September 13 meeting Agenda.
- D. **Discussion of Handbook description of EPC functions**
Move to September 13th meeting Agenda.
- E. **Staffing of course issues (What credentials are needed in order to teach courses at Augie?)**
Move to September 13th meeting Agenda.

Motion to adjourn meeting 5:30 p.m.: Kathleen Nannenhorn seconded: Joe Bright
All adjourned

Next Meeting: 4:30 p.m., Sept. 13, 2011
Swenson Hall of Geosciences, conference room (#103)