

Minutes

Curriculum & Instruction Committee

September 27, 2011 (1-2:30 PM)

Present: Veronica Bielat (Chair), Jennifer Beebe-Dimmer, Kingsley Browne, Karen Feathers, Richard Marback, James Moseley, Abhilash Pandya, Anca Vlasopolos, Devin Simpson (SS)  
Absent with Notice: Andre Furtado, Aaron Retish, Howard Shapiro (Admin)

Absent: Barbara Bosch, Jerry Ku

- Committee members introduced themselves.
- Meeting dates set for remainder of Fall 2011 semester:
  - 10/18/2011 (10:30 AM – Noon)
  - 11/22/2011 (10:30 AM – Noon)
  - 12/13/2011 (1:00-2:30 PM)
- Chair provided an overview of previous year's activities.
- There was one issue discussed at the September 27 meeting: Online Education

At the request of the Academic Senate President, the C&I Committee discussed issues related to online education, and developed a list of issues to present to the Task Force for Online Instruction for consideration, when it convenes its first meeting. It was unclear at the meeting who were the members of the Task Force for Online Instruction. After some discussion, the issues were divided into 3 broad topic areas: Faculty, Students and General Information

**Faculty:**

- How does online courses or online course development impact Faculty Load?
- Allowable number of online courses
- Student enrollment limits in online courses
- How will course requirements be consistently applied
- What does this mean for faculty tenure.
- How will course content be created. Who is the owner of course content, especially for multi-section general education courses?
- What is compensation structure for online course development?
- Obligations of faculty members who are teaching online to remainder of college and department (such as serving on committees, etc.)
- How are adjunct faculty teaching online classes judged in terms of performance, especially if SET returns are low and not provided because they are not statistically significant.
- How are issues related to student cheating addressed? Are online course behaviors addressed in the Code of Conduct?

**Students:**

- How can we ensure student preparedness for success in online courses?
- What are standards for equipment and internet access to students taking online courses?
- What support is available to students taking online courses.
- How can we ensure student's complete SETs for online courses (current returns on

SETs for Online Courses are very low).

- How will student advising take place if they are an “online student”
- When does one become an exclusively online student?
- What is the student Code of Conduct for online courses?

**General Information:**

- What is the State of Michigan definition of online courses
- Hybrid courses-what is the Minimum/maximum of in-person meeting
- What are considerations for online synchronous versus online asynchronous
- How well do our resources support online and hybrid course teaching and learning?  
What are those resources?
- How is it determined which courses are appropriate for online instruction?

**It was determined by the C&I Committee that the following information be gathered and actions be taken for the next meeting:**

- Any WSU Internal Audit materials regarding online, hybrid, webcentric courses to determine the current state of online instruction at WSU.
- List of members of the Task Force for Online Instruction
- Charge of the Task Force for Online Instruction
- Copies of any reports or other materials creating by the Task Force (current or previous committee).
- Any data available on SET scores for online, hybrid or webcentric courses.
- Any formal definitions of online, hybrid or webcentric courses at Wayne State.
- Contact Jim Mazzoue to see if he has any student comment data regarding online, hybrid or webcentric courses,
- Jennifer Beebe-Dimmer and Karen Feathers offered to look for research articles on effective online education in higher education, and distribute those they found to the group.
- Veronica Bielat offered to look at Urban 13 institutions to see if any information exists on their sites regarding their online education programs. Karen Feathers also suggested looking at materials from Donald Leu from University of Connecticut.

Respectfully submitted

Veronica Bielat

Chair, Curriculum & Instruction Committee