

Illinois IDEA HS Faculty Team Meeting Notes
Northern Illinois University, DeKalb
November 9, 2007

Faculty Participants

CSU: Nicole Ford

GSU: Karen D'Arcy

NIU: Mary Pritchard, Dennis Cesarotti, Andrew Krmeneč, Deb Pender, Gail Williams, Jim Leon, Ellen Parham, Marilyn Bellert

SIU-C: Peggy Wilken

WIU: Marti Barclay, Hal Marchand, Nancy Parsons

Campus Reports – Review of Proposal Forms for Online Course Development

1. Proposal forms should contain the information required for approval processes at each institution.
2. Rubric: Course developers will apply the rubric before the course is delivered, using it to assure the quality of the course.
3. Class sizes: Some campuses have contractual limitations. Others may need to allocate spots in the courses and then open additional spots or sections as possible.
4. Suggestions for course proposals:
 - Insert legal language to address access issues in courses where students with certain disabilities can not succeed; e.g. geography courses in which students **MUST** be able to see the maps.
 - Add question on page 6 – What professional and physical criteria, attributes, or competencies must students present in order to succeed in the course? How will these be communicated to students?
 - Online tutorials for students – The committee requested that Alliance instructional designers put together standardized orientation materials for use by all institutions. Topics include the following: Is online learning for you? Is your computer ready? Honesty/plagiarism? Etiquette? Blackboard intro? Could go on the IDEA HS website for students. Send copies of these materials to dalberts@niu.edu.
 - Do these courses require face to face meetings? How much time is required? In person or by videoconference? How will this be announced to students? Where will meetings be held? Can students find an approved location close to home? In Second Life, desktop videoconference, vodcast or podcast?
 - Second Life: Committee members asked for information on accessing Second Life or a demo on instructional uses.

Review of Courses

- Issue – how to label Alliance courses? Use special designators or follow local conventions?

Fall 2008

1st four are being delivered Fall 07 at the graduate level or for u/g with 90 hours

CSCI 550	Principles of Computer Security (NIU)
CSDI 552	Telecommunications and Network Security (NIU)
CSCI 554	Computer Security Management (NIU)
CSCI 559	CISSP Review [u/g with 90 hours and 3.0 GPA] (GSU)
CPSC 580	Part of 15 credit, interdisciplinary MIS/CS Information Security certificate (GSU)
EM 276	Introduction to Hazards (WIU)
EM 304	Principles of Emergency Management (WIU)
GEOG 256/554	Maps and Mapping (NIU)
LEJA 310	Fire Protection (WIU)
UNIV 310/510	Foundations of Homeland Security and Disaster Preparedness (NIU)

Spring 2009

CAHC 493/593	Crisis Intervention for the Helping Professions (NIU)
CSCI 559	CISSP Review [u/g with 90 hours and 3.0 GPA] (GSU)
CPSC 581	Information Security policy course that is being developed online (GSU)
EM 461	Business and Industry in Crisis Management (WIU)
EM 478	Managerial Issues in Hazardous Materials (WIU)
GEOG 359/555	Introduction to GIS (NIU)
HED 434	Emergency Health. First responders – can be converted to online (SIU-C)
POLS 386	Global Terrorism (NIU)
SOC 488	community and the Fire Threat (WIU)
UNIV 310/510	Foundations of Homeland Security and Disaster Preparedness (NIU)

Ownership of Courses

Faculty committee recommended that the Alliance have an ownership position for courses that it helps to fund, especially if the course is orphaned. For courses not orphaned, is the faculty creator entitled to royalties? Need to review this with legal authorities and include faculty members in the discussion. Do faculty ownership rights need a term limit? Should the Alliance have a policy for royalties and licenses? Does the survey talk about this? Was it a problem for GPIDEA? NIU was asked to create scenarios for legal advisors and bring feedback to next meeting.

Recommendations on Course Development Process

Suggested revisions will be sent to the instructional design team.

Discussion of Faculty Advisory Panel to Board of Directors

Faculty Advisory Panel could consist of one representative from each institution. Potential responsibilities:

- approve courses
- monitor student feedback about the effectiveness of courses and faculty members
- deliver feedback to institutions from students and advisors

- foster, share, and recognize highly effective practices
- promote and encourage multi-disciplinary research and program areas
- anticipate and nurture development of new, multi-disciplinary, dynamic curricula
- develop homeland security education standards for the state of Illinois
- convene larger groups, including faculty experts, as needed
- conduct professional development workshops and other activities

Discussion of How to Handle Faculty and Student Issues

If problems need to be addressed, those will be done according to a university's personnel policies.

Questions:

What if students at another institution have issues – content, pedagogy, whatever - with an instructor. What is their recourse? How will the instructor find out? The Faculty Advisory Panel could deliver that kind of feedback.

Should the Board of Directors include a faculty representative with voting rights?

Proposed Student Learning Outcomes for Homeland Security Courses

1. gain global perspectives
2. analyze issues related to homeland security and emergency management
3. apply specific tools and knowledge of the field
4. develop skills to communicate among service providers
5. recognize the multifaceted aspects of complex systems
6. estimate risk, risk assessment
7. share a common foundation of training
8. learn the importance of being flexible and adaptive, utilizing knowledge from the courses
9. evaluate the success of preparedness and interventions

Evaluation and continuous improvement of courses

A rubric will be used during development of courses in order to assure initial quality. As part of the course proposal, instructors will agree to use the Alliance course evaluation with their students. How to deal with unsatisfactory instructors at other universities is an issue.

Update on website and clearinghouse

- 1) WUI will develop a chat and posting capability on the website.
- 2) Faculty developers will be able to post course pre-proposals on the secure faculty pages.
- 3) Faculty will use the website for revisions of student learning outcomes

Meeting schedule for FY08 and timelines for projects

January 25

April 4

July 11

September 12

Gail Mitchell suggested interactive videoconferencing to cut down on travel expenses or allow participation by people who cannot travel.

General Homework:

1. Review the course proposal documents to make sure that they will meet approval process needs on each campus.
2. Identify a campus “home” for each course with faculty members to guide courses through the approval process.
3. Initiate the course approval processes on your campus.
4. Send policies related to plagiarism, etiquette, orientation and other issues for online students to Diane Alberts (dalberts@niu.edu.)
5. Send technologies that you would like to have demonstrated and/or technologies you use.
6. Send suggestions for how to label homeland security education alliance courses
7. Send suggestions for rubric
8. Which courses are you likely to offer in Fall 08? Spring 09? In what department?
9. How will the Alliance track its courses so that it can recapture orphaned courses? What if the department or program is ended? How will the Alliance get the course?
10. How possible is administration of entry and exit surveys on your campus?

Marketing and Communications Homework:

- One page fact sheet on what the Alliance is and how it works.
- Develop a brief presentation for use on all our member institutions.
- Need web optimization for the Alliance courses and programs. Students may now be using the FEMA website.
- Website course listings need to be linked to departmental or college web pages for more information

Requests for NIU:

- Write up the ownership and intellectual property issues and circulate to (1) faculty and then to (2) Gip Seaver for working on the issue with Legal.
- Post functions on the IDEA HS website.
- Send faculty committee members information on how to find Second Life and what to look for.