

To: The Academic Senate
From: Patrick Wallach, Chairperson, Distance Education Committee
Subject: Annual Report
Date: October 10, 2007

This was the second year of existence for the Distance Education Committee.

The following voting members served during the 2006-2007 year:

Jean Darcy, English

Lorena Ellis, Foreign Languages

Daqing Gao, Chemistry

Stanley Garfunkel, Business, Secretary

Patrick Wallach, Mathematics and Computer Science, Chairperson

Wolstan Brown, Business, served as the Steering Committee Liaison. Bruce Naples, ACC, served as the Administrative Liaison.

The Committee met regularly during the year. The main focus of the committee for the year was the set of recommendations that were initially developed during the committee's first year. The recommendations were sent to the faculty and an open forum was held in November of 2006. Based on suggestions from the forum, department chairs and committee members, a final version of recommendations was created:

1. The registration and advisement process must be changed to make sure that students know that they have registered for an online class.
2. Some methodology must be developed to make sure that all online classes are designated as such in the Schedule of Classes (both online and in the printed version).
3. We recommend that STX-100 should be enhanced to include a module on Blackboard and a module on online classes.
4. We recommend that STX-100 be made a required course for matriculated students, and that computer literacy be made a part of this course (although students might be given the option of "testing out" of the computer literacy module of the STX-100 course).
5. Given the small number of fully online sections being currently offered, at this point in time we recommend that student evaluation of faculty in fully online classes that have no face-to-face meetings be accomplished by mail, in much the same way that faculty vote in faculty elections (i.e., using multiple envelopes). The student evaluations could be mailed directly to department chairs.
6. We recommend that students registering for fully online classes be in good academic standing. (Students may still receive the permission of the corresponding department if they are not in good academic standing.)

7. We recommend the following class sizes:
 For an online section (fully or partly) 10 - 25 students
 For an online section (fully or partly) that is also WI..... 10 - 20 students
 For an online section (fully or partly) that is also an Honors section... 8 - 15 students
8. We recommend that a faculty member should have some formal training related to teaching an online class prior to teaching such a section, i.e., that the faculty member has completed a course dealing with online pedagogy from some organization. To this end, we recommend that QCC develop a daylong (or multi-session) seminar on online teaching.
9. We recommend that, because of the increased workload of online courses and the current low level of course offerings (only 9 fully online and 9 partly online classes listed for the spring), the college should consider ways to encourage more faculty to develop online courses. This may include stipends, training, mentoring, release time, reduced class sizes, grants and, most importantly, consideration toward reappointment, promotion and tenure.

By the end of the year, the recommendations were divided and sent out as follows:

Recommendation Number(s)	Recommendation Sent To:
1, 2	Registrar
3, 4	Vice President of Student Affairs
5	Academic Senate Committee for Academic Development
6	Curriculum Committee
7	Steering Committee of the Academic Senate
8, 9	CETL

The committee will follow up with these recommendations in the next year.

The following voting members will serve during the 2007-2008 year:

Jean Darcy, English

Lorena Ellis, Foreign Languages, Secretary

Devin McKay, Library

Lisa Mertz, Health, Physical Education and Dance

Patrick Wallach, Mathematics and Computer Science, Chairperson

(Devin McKay replaced Samita Ghoshal who was originally nominated in the spring.)

As Chair, I would like to thank each member of the Committee for their efforts and considerable interest in Distance Education. In addition, the contributions of Bruce Naples, our Administrative Liaison, were gratefully appreciated by the entire committee.

Respectfully submitted,

Patrick Wallach