QCC DISTANCE EDUCATION COMMITTEE
An Academic Senate Standing Committee
Minutes
Meeting of November 11, 2008 in H345 at 4:15 PM

Attending: Lorena Ellis, Bruce Naples, Charles Neuman, Edward Volchok, Helene
Dunkelblau, and Francis Cotty; **Students:** Angel Garcia
Absentees: Clyde Shillingford (student)

1. The minutes of the October 7, 2008 meeting were approved.

2. Chairperson's Report
As a follow up to Dr. Volchok communication with Gisela Rivera, the DE Committee has two
students' representatives: Clyde Shillingford and Angel Garcia.

Dr. Emily Tai, the chair of the Steering Committee of the senate, requested an online student
evaluation form to be submitted for faculty approval at the December 2008 Senate meeting.
After Edward Volchok's meeting with Dr. Joan Petersen, chair of the Academic Development
Committee, on November 12th, the members of the DE-Committee will discuss the details and
submit the evaluation form to Dr. Tai by November 20th.

DE-Committee members agreed that other types of evaluations need to be developed as well,
such as faculty peer evaluation to evaluate the design of the courses before they are offered.
Bruce Naples pointed out that a self-evaluation procedure has to be put into place to be
followed every semester to self assess the efficiency of a course in order to improve its delivery.
Aside from evaluations, members also mentioned that the DE Committee should offer
recommendations for best practices or standards for online teaching and learning.

Dr. Volchok followed up with the Vice-President of Academic Affairs, Dr. King, and others,
regarding the status of the DE Committee recommendations submitted in the previous
academic year as well as the proposal of online class size.

Recommendation	Sent to	Status
1.The registration and advisement process must be changed to make sure that students know that they have registered for an online class.	Registrar	Recommendations 1 & 2 have been implemented this semester as courses catalogs are now only available only. Each member of the DE Committee to check implementation of these recommendations.
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).	Registrar	

Recommendation	Sent to	Status
3. We recommend that STX-100 should be enhanced to include a module on Blackboard and a module on online classes.	VP of Academic Affairs	Recommendations 3 & 4 are still being considered. Prospects for adoption are strong.
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).	VP of Academic Affairs	
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.	Committee on Academic Dev. -Elective Academic Programs	Committee on Academic Development/Elective Academic Programs and Committee on Distance Education are preparing new recommendation on student evaluations for fully & partly online courses
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.)	Curriculum Committee	Not accomplished. Curriculum committee to take up this issue Spring 2009.
7. Class size limits for fully and partly online classes. For an online section (fully or partly): 10 to 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	Academic Senate	Recommendation rejected. DE Committee agreed to re-open issue. DE Committee to develop plan to limit class size.
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 multisession) seminar on online teaching.	Director of CETL	Status of recommendations 8 & 9 is unknown. Awaiting response from Acting Director
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.	Director of CETL	

Discussion of the e-reserve copyright issue:
Fair use represents 10% of a book provided it is protected by Blackboard password.
Dr. Volchok will post summary of his findings on e-reserve copyright issues for the DE Committee to review.

3. Old Business
- Recruit faculty members to be trained to develop and teach courses will be done in coordination of CETL and academic computer center. The committee members agree that incentives for faculty members have to be created in order to attract them to develop online courses.

- Recruit students including dropouts to prepare them to feed into the BA online program as well as students with disabilities. Discussion on this issue will continue in the next meeting.

- Coordinate with Continuing Education to have credit and non-credit students share classes. This issue was not discussed further.

4. New Business
DE Committee will attempt to submit an draft of a student evaluation form to Dr. Joan Petersen, chair of the Committee on Academic Development/Elective Academic Programs. It will be the committee's responsibility to submit this evaluation to Dr. Tai and the QCC Academic Senate. The goal is to have a recommendation ready for the December 9th meeting of the QCC Academic Senate.

The members of the DE Committee believe it is important to find out how the academies will be using the online classes.

Bruce Naples announced that a WEBINAR (development of online interaction) demonstration was taking place on Thursday, November 13 from 1 to 3pm in LB117.

The meeting adjourned at 5:40pm. Next meeting will take place on December 9 in room H345 at 4:15 following the QCC senate meeting.

Respectfully submitted,
Lorena B. Ellis
Secretary of the Distance Education Committee