

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of November 17, 2009, in LB117 at 3:00 pm

Attending: Lorena Ellis, Peijun (Jeffery) Jia, Bruce Naples, and Edward Volchok

Absentee: Francis Cotty, Tina Bayer, Carlos Luciano (Student rep.)

1. The **minutes** of the October 13, 2009 in H345 at 3:00pm meeting were approved.

2. Chairperson's Report

Edward Volchok reported that he revised the suggestions of the incentives for faculty drafted by Lorena Ellis and Frank Cotty. Some of the recommendations need to be rephrased or even eliminated. Since Frank Cotty could not attend the meeting, he asked Lorena Ellis to convey his reaction of the incentive draft to the committee. Among other issues he agreed with Bruce Naples' suggestion of wording the incentives carefully in such a way that they are effective and realistic, but also sustainable over the years. Since the work of the committee has increased considerable during the last academic year the expansion of the DE Committee to 7 faculty members would be more effective. Therefore, Edward Volchok asked the committee for feedback about the idea of requesting that the DE Committee be enlarged by 2 members.

3. Old Business

Edward Volchok presented to the committee a draft of A) "Recommendation for Student and Faculty Training" and B) "Recommendation for Faculty Support." Various items were discussed regarding student and faculty training, but no final version was produced. A lively discussion about the responsibility of the librarian followed. Since the current situation of the QCC library is limited each professor is responsible for the copyright issues of material which will be put up on E-reserve. The librarian will assist with the mechanical part of posting the material and setting passwords for the instructors. The DE Committee, however, will request that the college or the university will provide the means for the library to handle copyright issues in the future.

4. New Business

The part of "Recommendation for Faculty Support" was left to be discussed further during the December meeting, when all members will be present. Edward Volchok requested that the members of the committee to look at the recommendation and group items Student "Why & How" Videos and Faculty "Why & How" Videos into categories.

The meeting adjourned at 4:00 pm. The next meeting will take place on December 8, 2009, at 4:15 in Room H-345, after the QCC Senate meeting. Future meetings will take place as follows:

February 9, 2010

March 9, 2010

April 13, 2010

May 11, 2010.

Respectfully submitted,

Lorena B. Ellis

Secretary of the Distance Education Committee