Minutes

Open Meeting of the Committee – All QCC Faculty Invited
November 8, 2006 in S-220 at 1:00PM

Attending: Jean Darcy, Lorena Ellis, Stanley Garfunkel, Daqing Gao, Bruce Naples, Wolstan Brown and Patrick Wallach.

Guests: Approximately 5 faculty members

- Prof. Wallach called the meeting to order at 1:05PM.
- The ensuing discussion concerned itself with perceptions of the role of Distance Education at Queensborough and the list of recommendations developed by the Committee during the 2005-2006 Academic Year.
    - It was suggested that the 2.5 GPA requirement recommendation be removed, because this decision should be left to the individual academic department.
    - When a guest noted that some institutions have an online student assessment instrument to determine if the student should take an online course, Prof. Naples noted that we have had this online for the past three years.
        - There was some sense that students should be required to complete this online assessment prior to registering for an online course—perhaps during the actual online registration process.
            - Prof. Naples indicated that Frank Solutions would have to modify the registration process to accommodate this, possible at a sizeable fee. He suggested that it might be better to wait for the "new system" that is being developed, and make the test a part of the new system.
        - Prof. Ellis felt that this assessment, if used during the registration process, might serve as a deterrent, and suggested that it might, alternatively, be made a component of the STX-100 course.
    - When an attendee asked where the list of recommendations had come from, and suggested faculty input, it was noted that the recommendations stemmed from a survey completed last Academic Year among all faculty who had taught, or were currently teaching, an online course. This survey garnered an 88% response rate.
    - It was suggested that perhaps all those who have experience teaching an online course might get together for a discussion, with all faculty invited to attend.
    - The suggestion was made that we might develop some "Master Plan" to determine which courses should be offered online, so that there might exist some rhyme or reason to what is being offered.
    - Observations and teaching evaluations for online classes were discussed.
- Prof. Wallach went over the recommendations individually with the group, and discussion ensued.
    - It was suggested that the Instructor allow students into an online class, although some attendees felt this should not be left up to the individual Instructor.

- With regard to the list of recommendations, it was suggested:
  - Recommendation 1: The words "and advisement" be added after the word "registration."
  - Recommendation 4: Perhaps student evaluations of faculty should be mailed to the Department Chair, and not to the Administration.
  - Recommendation 5: Some individuals felt that this one should be deleted.
  - Recommendation 6: There was sense that this recommendation should apply only to matriculated students. Additionally, it was felt that this recommendation should immediately follow recommendation #2.
  - Recommendation 7: It was felt that class size minimums should also be addressed, so that an online section's size might be 10-25 students, an online WI section's size might be 10-20 students, and an Honors online section might be 8-15 students.

- The next meeting of the Committee will be at 2:00PM on November 14, 2006 in M127.
- The meeting was adjourned at 2:40PM.