

**QCC Academic Senate  
Computer Resources Committee  
Subcommittee on Distance Education**

MINUTES  
OCTOBER 7, 2003

*Present:* Dr. Philip Pecorino, Chair  
Dr. Paul Azrak  
Dr. Lorena Ellis  
Dr. Dwight Meyer  
Prof. Kathleen Villani  
Mr. Bruce Naples, ex officio

*Absent:* Dr. Jean Darcy  
Prof. Kenneth Golden  
Ms. Janette Treue

1. Dr. Pecorino began the meeting at 3:00pm. The group accepted him as Chairperson of the Committee.
2. A secretary for the Subcommittee, Prof. Kathleen Villani, was unanimously appointed.
3. Dr. Pecorino then reviewed the charge of the Distance Education Subcommittee:

**CHARGE:**

- a. to report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes,
  - b. to prepare a report on what type of Distance Education Program, if any, would best serve the College and its mission, including:
    - purpose(s)
    - resources
    - training program
    - support services
    - assessment
  - c. to serve as an advisory body for all matters related to Distance Education.
4. Discussion ensued regarding the current status of Distance Education courses currently offered at the College with Subcommittee members sharing their experiences and assessments. It was summarized that:
    - no formal Distance Education Program exists
    - some faculty currently teach fully-online, partly online, or web-enhance their courses with varying degrees of training which may, but does not necessarily, include:

- participation in the CUNY Online Program
  - participation in workshops offered by the Academic Computing Center (ACC)
  - faculty design their courses individually
  - some courses work better as online courses than others based on the type of course or material covered
  - there is minimal, if any, sharing of procedures or approaches, among faculty
  - students are often not aware that they are registering for an online course despite notations in both the Online Schedule of Classes and the paper Schedule of Classes each semester.
5. It was determined the Subcommittee needs to examine all facets of online courses/Distance Education, including but not limited to:
- is there a need for online courses
  - is there a need for Distance Education Programs that leads to certificates or degrees
  - if the Subcommittee determines there is a need for online courses and/or a Distance Education Program, then the following would be need to be examined, identified and established:
    - resources
    - training programs
    - support services
    - methods of assessment
    - marketing
6. It was decided that the Subcommittee would begin by surveying both faculty and students on: their awareness of existing online courses offered at the College and their feedback on participation in existing online courses. The following tasks have been assigned:
- Dr. Pecorino and Dr. Azrak will draft a design for an overall Distance Education Report
  - Dr. Ellis will work on a description of faculty support, both existing and projected
  - Dr. Meyer will develop surveys to be distributed to faculty.
  - Prof. Villani will develop surveys to be distributed to students, both current Blackboard users, and non Blackboard users.
  - ACC Director, Naples will prepare to place the surveys online
7. Other suggestions or items discussed included:
- Dr. Pecorino distributed a list of suggested “Workshops for DE Instructors”. [SEE ATTACHMENT A].
  - Prof. Villani suggested a Blackboard course be opened for faculty to use as a method of sharing ideas and procedures related to online instruction.
    - Dr. Pecorino suggested information could be separated as tips for beginners, experienced, etc.
    - Dr. Ellis stated that as a result of a “Learn to Look” program she attended that a similar idea will be presented at the October 17, 2003, Faculty Meeting/Workshop.

- This idea will be further pursued taking into consideration suggestions made at the Faculty Meeting/Workshop.
  - Mr. Naples suggested as an alternative to creating a Blackboard course a website could be created to accomplish the same objectives.
  - Dr. Ellis suggested that as we examine online courses/Distance Education we take into consideration how they may relate to Learning Communities and the WID WAC program.
    - Dr. Pecorino suggested that the requirements in online courses often require a substantial amount of student writing which could be a natural blend into these programs.
  - Mr. Naples suggested that the new faculty orientation tour include a visit to the Academic Computing Center and Instructional Support Services.
  - Dr. Azrak and Dr. Meyer have both surveyed students to assess their online courses. Dr. Azrak stated that faculty could register their course at the University of Wisconsin to utilize their survey/assessment process.
8. Dr. Pecorino stated that all information prepared by this Subcommittee must be forwarded to the Academic Senate Committee on Computer Resources for review and approval.
  9. Dr. Pecorino then reviewed the schedule of Subcommittee members time availability during Fall 2003 semester [SEE ATTACHMENT B].
  10. The next meeting is scheduled for Tuesday November 11, 2003 at 4:00pm (following the Academic Senate meeting) in Room M-127.
  11. The meeting adjourned at 4:30pm.

Respectfully submitted,

Kathleen Villani

**ATTACHMENT A:**

**Workshops for DE Instructors**

- I. A. Introduction to the BB program (ACC)
- I. B. The BB program: all the basics (ACC)
- II. Basic Instructional Design
- III. Pedagogy for DE
- IV. DE course management
- V. Advanced BB features and CMP's (ACC)
- VI. In Service for experienced DE Instructors
- VII. Multi Media and DE

**ATTACHMENT B:**

<b>AVAILABILITY DURING Fall SEMESTER 2003</b>					
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Ellis, Lorena	3-5	3-5	no	3-5	No
Villani, Kathleen	3-5	2-5	1-3 if needed	3-5	1-4
Pecorino, Philip	9-12 5-6	9-12 2-5	9-4	9-12 2-5	9-4
Azrak, Paul	1-5	if needed	1-5	1-5	if needed
Darcy, Jean	no	no	1-3	no	No
Treue, Jeanette		11-1 2-5	9-10 12-1 3-5	2-3	9-4
Meyer, Dwight	3-5	11-5	11-1 3-5	10-3	9-4
Naples, Bruce	available	available	1-3	available	available
Golden, Ken					
availability:	5: 3-5	7: 3-5	4: 3-4	5: 3-5	6:1-4