

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

MINUTES
NOVEMBER 11, 2003

Present: Dr. Philip Pecorino, Chair
Dr. Paul Azrak
Dr. Jean Darcy
Dr. Lorena Ellis
Dr. Dwight Meyer
Ms. Janette Treue
Prof. Kathleen Villani
Mr. Bruce Naples, ex officio

Absent: Prof. Kenneth Golden

1. Dr. Pecorino began the meeting at 4:00pm.
2. Motion was made, seconded, and approved to accept the minutes of October 8, 2003 meeting.
3. Dr. Pecorino stated that the creation of this Subcommittee fulfills a Middle States self study recommendation.
4. Dr. Pecorino stated that the QCC method of listing information regarding online courses varies from the CUNY method. We should consider listing information similarly so potential students searching for online courses on the internet will obtain identical information on QCC online course offerings regardless of the source of the information.
5. Mr. Naples reported that a workshop on Blackboard 6 will be held on Friday November 14 and Friday November 22, 2003. It may not be possible to just roll forward courses from Blackboard 5 to Blackboard 6, courses may need to be developed in Blackboard 6. Therefore, the ACC has set up a server for faculty to begin to develop their courses in Blackboard 6. This server will be used for faculty course development only, not for students. The date QCC will migrate to the CUNY server has been postponed until possibly the Fall 2004 semester. If faculty develop their courses in Blackboard 6 at QCC, the migration to the CUNY may be more efficient
6. Professor Villani distributed a draft of the student surveys. There will be two surveys: one for students that have taken online course(s) and one for students that have not take an online course. The committee discussed revisions to the

surveys. Professor Villani will make the revisions. The revised surveys will be discussed again at the next meeting.

7. Dr. Azrak offered to setup the survey at the University of Wisconsin – Student Assessment of Learning Gains site which allows for faculty of different institutions to utilize the site.
8. It was agreed that the survey for students that have taken an online course will be distributed via a Blackboard announcement which will provide the link to the University of Wisconsin – Student Assessment of Learning Gains site. Every effort will be made to accomplish this before the end of this semester so that the Subcommittee can begin accumulating data.
9. It was not yet determined how to distribute the student survey to students that have never taken an online course. Ms. Treue offered to distribute them through ST100, freshman orientations and student clubs.
10. Dr. Meyer distributed a draft of the faculty survey. The committee discussed revisions to the survey. It was agreed that there should be some specific questions directed toward faculty that have experience with online teaching. Dr. Darcy will work on these questions and will work with Dr. Meyer in preparing the revisions to this survey. The revised survey will be discussed again at the next meeting.
11. It was agreed that the faculty survey will be distributed via email.
12. Dr. Ellis distributed her report and suggestions regarding the faculty support for distance education. Dr. Pecorino requested a digital copy of her report so that her ideas might be included in the final report prepared by this Subcommittee.
13. Dr. Pecorino distributed an outline of the final report on Distance Education at QCC which he and Dr. Azrak will prepare. All items this Subcommittee is working on will eventually flow into this final report.
14. The next meeting is scheduled for Tuesday December 9, 2003 at 4:00pm (following the Academic Senate meeting) in Room M-127.
15. The meeting adjourned at 5:35pm.

Respectfully submitted,

Kathleen Villani