

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of October 7, 2008 in H207 at 3:00PM

Attending: Lorena Ellis, Bruce Naples, Charles Neuman, and Edward Volchok

Absentees: Helene Dunkelblau, and Francis Cotty

1. The minutes of the September 9, 2008 meeting, were approved.

2. Chairperson's Report

Edward Volchok met with the Chair of the Steering committee, Dr. Emily Tai, and summarized the discussions of the September 9, DE-Committee meeting. Dr. Tai agreed with the topics, but suggested that Dr. Volchok speak with Dr. Pecorino to discuss the items.

One of the items Dr. Pecorino requested to be looked into was the wording of a paragraph on the following page http://www.qcc.cuny.edu/QCCOnline/faculty_faq.asp

*"If the Chair approves, then the Chair submits the entire course schedule to the Registrar and the online course schedule to the Director of the Academic Computing Center (bnaples@qcc.cuny.edu). The ACC Director is the campus coordinator for all online courses. Again, please include the course, section, and whether the course is to be **partly online** (hybrid) or **fully online** (asynchronous). The deadline for including materials in the registration book must be observed."*

Dr. Volchok will also follow 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.

Discussion of the e-reserve copyright, faculty (peer) observation and student evaluation will be continued at the November 11, meeting.

3. Old Business

These items will also be revisited at the next meeting

- recruit faculty members to be trained to develop and teach courses;
- recruit students including dropouts to prepare them to feed into the BA

- online program as well as students with disabilities;
- coordinate with Continuing Education to have credit and non-credit students share classes.

4. New Business

Gisela Rivera has been contacted by Edward Volchok regarding student representation in the DE-Committee meetings.

5. Setting date, time, and location the next meetings.

The DE Committee will be meeting after each QCC Senate at 4:15. The dates are as follows in 2008: October 14, November 11, December 9; in 2009 February 10, March 10, April 14, May 12, in room H345 unless otherwise instructed.

Respectfully submitted,

Lorena B. Ellis
Secretary of the Distance Education Committee