

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of December 8, 2009, in M-136 at 5:00 pm

Attending: Lorena Ellis, Francis Cotty, Bruce Naples, and Edward Volchok

Absentee: Tina Bayer, Peijun (Jeffery) Jia, Carlos Luciano (Student rep.)

1. The **minutes** of the November 17, 2009 meeting were approved with revisions.

2. Chairperson's Report

Edward Volchok feels strongly that without new members, the committee will not be able to prepare the necessary input and recommendations to guide the college's effort to offer online education. Since it will take a considerable time for our recommendation to expand the DE Committee from 5 to 7 members to be implemented, Ed Volchok suggested, and the members agreed, to establish a subcommittee of two to three new faculty members until the approval by the senate of the enlarged committee.

3. Old Business

The Committee on Distance Education plans to offer numerous recommendations over the next two years aimed at improving the quality and scope of our college's online course offerings. These recommendations will cover a wide range of issues relating to student support and training, faculty support and training, and the infrastructure needed to deliver a high quality education experience for our students. Since the DE Committee is a major force behind this initiative, the members of the Committee agreed to send the recommendation to the Committee on Bylaws to increase faculty membership from 5 to 7 members.

The recommendations for the development of student and faculty multimedia training videos covering Blackboard and other educational technologies, and the faculty incentive suggestions, still need to be revised.

4. New Business

No new business was discussed.

The meeting adjourned at 5:30 pm. The next meeting will take place on February 9, 2010, at 4:15 in Room H-345, after the QCC Senate meeting. Future meetings will take place as follows:

March 9, 2010

April 13, 2010

May 11, 2010.

Respectfully submitted,

Lorena B. Ellis

Secretary of the Distance Education Committee