

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of May 11, 2010, in H345 at 4:30 pm

Attending: Lorena Ellis, Francis Cotty, Peijun (Jeffery) Jia, Danny Mangra, Sara Rofofsky Marcus, David Sarno, Melanie Sehman, Julian Stark, and Edward Volchok

Absentee: Bruce Naples, Carlos Luciano (Student rep.)

1. The minutes of the April 13, 2010 meeting were approved with revisions.

2. Chairperson's Report

Dr. Volchok welcomed the new members Sara Rofofsky Marcus (Library), David Sarno (Chemistry), Melanie Sehman (Music), and Julian Stark (Biology). The chair informed the members of the DE Committee that recommendations of the Special Committee to Develop Online Education were presented and approved at the May 11, 2010 QCC Senate. Following are the Resolutions:

QUOTE

Whereas in the aftermath of the Middle States Self-Study, the QCC Academic Senate created a Special Committee on Distance Education at QCC,

Whereas on April 20, 2010, this committee issued a plan to expand Distance Education at the college,

Whereas the College needs a clear resolve to support the development of distance education and a policy for online instruction,

be it therefore resolved that the College will:

1. Acknowledge that quality online education cannot take place without appropriate support for students, faculty, and infrastructure and take appropriate action to meet the needs of students and faculty.
 - a. Such support for students entails: 1) An appropriate orientation so that they understand the requirements for online courses **before** they register and have the basic skills needed to succeed in online courses, and 2) Appropriate support while they are enrolled in online courses.
 - b. Such support for faculty entails appropriate assistance in the development, management, assessment, and continuing review of courses using distance education technologies.
2. Affirm the right of academic departments alone to:
 - a. Determine which courses should have fully or partly online sections,
 - b. Determine which faculty members are eligible to teach online courses, and
 - c. Establish prerequisites for students to meet before taking online courses; such prerequisites would undergo review by the Curriculum Committee and the Academic Senate.

3. Direct the College Personnel & Budget Committee—when making decisions regarding reappointment, tenure, and promotion—to recognize the contributions made by faculty who:
 - a. Develop and teach online courses
 - b. Publish research on online learning and teaching
 - c. Publish and disseminate materials related to online course instruction
4. Provide adjunct faculty teaching online courses the same support provided to full-time faculty

END OF QUOTE

3. Old Business

Edward Volchok informed the members of the DE Committee that according to the recommendation approved by the QCC Senate on April 13, 2010, the committee will be increased from 5 to 7 members. At present the committee has only 6 members as the committee's "seventh" member resigned due to schedule conflicts. The Committee on Committees is aware of this issue and will appoint a seventh member in September.

The chair also informed the members of the committee that a lot of work is ahead: 13 faculty members will be trained in the Summer Institute to develop new online courses. Aside from increasing the online offering, many other issues have to be discussed and guidelines established among other important issues: Student Preparedness; Assessment of Learning Outcomes for Online Classes, Observations of Online Faculty, Course Size Limits, etc.

4. New Business

Dr. Volchok thanked the members whose term expire September 1, 2009 Francis Cotty, Peijun (Jeffery) Jia, and Danny Mangra. Election of Chair and Secretary for 2010-2011 took place: Edward Volchok will be the Chair and Lorena Ellis will be the Secretary of the DE Committee during the 2010-2011 Academic year.

The President's Designee and the COC Liaison have not yet been announced. New students' representatives will be appointed in the Fall.

The 2009-2010 Annual Report to the Steering committee will be finalized in June.

The meeting adjourned at 5:15 pm. The next meeting will take place on September 13, at 4:15 in Room H-345, after the QCC Senate meeting.

Respectfully submitted,

Lorena B. Ellis
Secretary of the Distance Education Committee