

**QCC DISTANCE EDUCATION COMMITTEE**  
An Academic Senate Standing Committee

**Minutes**

Meeting of March 13, 2007 in M127 at 11:00AM

**Attending: Jean Darcy, Stanley Garfunkel, Daqing Gao, Bruce Naples, and Patrick Wallach.**

1. The minutes of 12/12/06 and 2/27/07 were accepted, subject to revision.
2. Chairperson's Report
  - Prof. Wallach indicated that he had sent the Committee's Recommendations to the new VP of Academic Affairs and asked that the Recommendations get onto the Academic Senate's April or May meeting agenda.
  - Prof. Wallach distributed an observation form for a fully online class that had been forwarded to him by George Otte. The Chair will send copies of this form to QCC Department Chairs as a suggestion or guide that might be used for faculty evaluation of an Instructor in a fully online class.
3. Discussion at the meeting:
  - Prof. Naples noted the existence of *Distance Education Report* Magazine. A subscription to this publication costs \$400 a year for 24 issues (it is published twice monthly). The Committee will try to get CETL to fund a subscription to the magazine.
  - Prof. Naples also reminded the Committee of online course quality seminar — *Quality Matters: Quality Assurance in Online Courses* — that will take place on March 20, 2007.
4. The next scheduled meeting of the Committee will be on April 17, 2007, at 11:00AM in M127.
5. The meeting was adjourned at 11:45AM.