

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

MINUTES
FEBRUARY 10, 2004

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

Absent: Prof. Kenneth Golden
Mr. Bruce Naples, ex officio

1. Dr. Pecorino began the meeting at 4:15pm.
2. Motion was made, seconded, and approved to accept the minutes of the December 9, 2003 meeting.
3. Dr. Pecorino stated that he has received many comments from faculty about various issues regarding teaching in web-enhanced, partly-online, and fully-online modes. He informs them of the charge of this Subcommittee. Most issues brought forth to Dr. Pecorino have been raised by this Subcommittee and will be included in the final report prepared by this Subcommittee.
4. Dr. Pecorino stated that the surveys of students *enrolled* in any mode of online classes are completed. Final results are being tallied and will soon be circulated.
5. Dr. Azrak stated there has been minimal response to the survey of students that have *never* been involved with any form of an online course. The survey was posted in the circle on the QCC home page and it was agreed that it was unclear about enticing students to respond to the survey. Final results will soon be circulated.
6. Dr. Meyer distributed a draft of the results (to date) of the *faculty* survey that he and Dr. Darcy prepared. Dr. Meyer had distributed the faculty survey via email to faculty one week prior to the meeting. A second reminder email has just been sent. Dr. Meyer will soon circulate the final faculty survey results.

7. There was lengthy discussion regarding various issues involved in the different modes of Distance Education courses, responses to the surveys, and items addressed in the draft of the report Dr. Pecorino had distributed at the last meeting. Some of the issues discussed included:
 - the need/potential success of a formalized Distance Education program at QCC, as well as the purpose it would serve at the community college level
 - the need for pedagogical training for faculty for online courses (all modes) and course design beyond the workshops provided at the ACC
 - the overworked and understaffed issues in the ACC, as well as the demands on the ACC from many different Administrative departments
 - training for faculty *before* they begin online teaching
 - Dr. Meyer suggested that faculty first web-enhance a class before moving to a partly or fully online course
 - the need for coordination and training of CLTs as it relates to Distance Education courses
 - the need for consistency in the organization and design of technological equipment in class rooms, as well as more efficient use of specially designed classrooms as it relates to Distance Education courses
 - Dr. Darcy suggested that a Distance Education program could relate to other QCC initiatives such as Outcomes Assessment and Information Literacy
 - Ms. Treue stated there was strong interest in including Blackboard training in the ST100/101 courses but issues regarding the hours/credit/non-credit of the courses need to be resolved
 - various items and recommendations in the draft of the final report
8. Dr. Pecorino will again distribute the draft of the final report on Distance Education at QCC. The next meeting will be the last chance to include new items or make revisions to the draft of the report. All Subcommittee members are requested to thoroughly review the report and bring their comments/suggestions regarding the report to the next meeting.
9. After the next meeting the final report will be submitted to the Committee on Computer Resources. At that point this Subcommittee which was organized for one year will have fulfilled its charge.
10. The next meeting is scheduled for Tuesday March 9, 2004 at 4:00pm (following the Academic Senate meeting) in Room M-127.
11. The meeting adjourned at 5:40pm.

Respectfully submitted,

Kathleen Villani