

QCC DISTANCE EDUCATION COMMITTEE
Agenda—May 10, 2011
Room H-345
4:15 pm

1. Approval of Minutes for the April 12, 2011 Meeting

2. Chairperson's Report

- Introduction of the 2011-2012 committee

- Barbara Blake-Campbell	- Dona Boccio	- Sunil Dehipawala	- Anissa Moody
- Sara Rofofsky Marcus	- David Sarno	- Melanie Sehman	

- The Importance of the Committee's Blackboard Website
 - Agenda, Minutes, Reports
 - Enrollment and Deactivation of Committee Members
 - What business can and cannot be conducted online
 - Business that should not be put into writing
- Keeping the Webmaster (David Moretti) informed
- Keeping the College Archivist (Constance Williams) informed
- The Role of the Chair of the Committee on eLearning
 - Leading committee, drafting recommendation, and preparing annual reports
 - September & April meetings with Dr. Tai and Senate Committee Chairs
 - Seat on the College's Website Committee
- The Role of the Secretary of the Committee on eLearning
- The 2010-2011 Annual Report

3. Old Business

- Denis Bejar and out-going committee chair, Edward Volchok, will present the Queensborough Community College Student eLearning Readiness Program to the 7th Annual CUNY General Education Conference to be held on May 13th at York College
- Edward Volchok will present the Queensborough Community College Student eLearning Readiness Program to the 9th Future of the Faculty Conference to be held on June 3rd at Bucks County Community College in Newtown, PA.

4. New Business

- Elections of officers for the 2011-2012 Committee on eLearning
- Election Rules
 - i. Only members of the 2011-2012 are eligible to vote
 - ii. Votes are conducted using paper ballots
 - iii. Candidates for Chair and Secretary run separately
 - iv. Committee members must place their initials on their ballots (**NOTE:** This is not a secret ballot)
 - v. The current secretary of the committee, Lorena Ellis, will count the ballots
 - vi. Dr. Ellis will report the winners to the committee, but she need not report the vote totals
 - vii. Dr. Ellis will seal the ballots in an envelope and forward this envelop to Constance Williams, the College Archivist
 - viii. Number of votes it takes to win the election