

**QCC DISTANCE EDUCATION COMMITTEE**

An Academic Senate Standing Committee

**Minutes**

Meeting of February 9, 2010, in M-345 at 4:15 pm

**Attending:** Lorena Ellis, Francis Cotty, Bruce Naples, and Edward Volchok, Danny Mangra**Absentee:** Peijun (Jeffery) Jia, Carlos Luciano (Student rep.)

1. The **minutes** of the December 8, 2009 meeting were approved with revisions.

**2. Chairperson's Report**

Edward Volchok introduced Danny Mangra, the new member of the DE Committee, and informed that the Blackboard list was updated. He informed the committee members that on December 8, 2009 he sent a memo to the Committee on Committees requesting to have the number of members expanded from 5 to 7. Since January 15 Edward Volchok is also working on forming a subcommittee of the DE Committee. With this subcommittee Edward Volchok will write a recommendation to be presented at the May meeting of the QCC senate regarding the creation of a blended online program (with partly and fully online courses) at QCC that will be enticing to students and faculty members. It will include many issues such as mission of this committee, intellectual property, library services, space repository for multimedia content, students and faculty orientation and support. The recommendation will also include:

- 1) personnel needed to support students and faculty
- 2) training and qualification program for students;
- 3) training program and support for faculty;
- 4) software and information structure which the college needs to acquire;
- 5) marketing of the program to current and prospective students and their advisors

(parents, guidance counselors, etc.)

Many resources already available online can be tapped into. Bruce Naples agreed that such resources are useful, but they might have to be revised, or updated to fit the needs of the QCC program. Other items included in the recommendation are the formations of an DE Learning Summer Institute, fall development of courses with mentor support, teaching and evaluation of newly developed courses in the Spring 2011 semester.

**3. Old Business**

No old business was discussed.

**4. New Business**

No new business was discussed.

The meeting adjourned at 5:00 pm. The next meeting will take place on March 9, 2010, at 4:15 in Room H-345, after the QCC Senate meeting. Future meetings will take place as follows:

April 13, 2010

May 11, 2010.

Respectfully submitted,  
Lorena B. Ellis  
Secretary of the Distance Education Committee

