

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of February 10, 2009 in H345 at 4:15 PM

Attending: Lorena Ellis, Bruce Naples, Charles Neuman, Edward Volchok, and Helene Dunkelblau;

Absentees: Francis Cotty and the Students' reps. Angel Garcia and Clyde Shillingford

1. The minutes of the December 9, 2008 meeting were approved with revisions.

2. Chairperson's Report

Students' evaluation form for online courses was approved by the QCC Senate on February 10, 2008. The form was previously revised and approved by the members of the DE Committee, Dr. Joan Petersen, chair of the Academic Development Committee and Dr. Emily Tai, the chair of the Steering Committee of the Senate. A recommendation for a subcommittee of the DE Committee was presented at the QCC Senate as well.

Dr. Volchok mentioned that all DE Committee members will be included as "Teaching Assistants" in the DE Committee website as of February 10, 2009.

3. Old Business

Dr. Volchok will request the input of departmental chairs concerning the members of the new sub-committee of the Distance Education Committee. The notion of a Sub-committee for Online Programs and Curriculum was brought up at the most recent Academic Senate Meeting. It was pointed out that if such a committee were established by the Senate it would be a Special Committee of the Senate, not a Sub-Committee of the DE Committee. Since a Sub-Committee is what the DE Committee is after, it is up to the DE Committee Chair to create the Sub-Committee (i.e. it is not a Senate issue, so the discussion ended). Subsequently the Steering Committee of the Academic Senate decided that it would be a Special Committee on Online Programs and Curriculum.

The cap of WI online courses needs to be re-addressed: The DE Committee members believe it should be lower than 25, which is the current cap for traditional WI courses. The certification of faculty members teaching online courses could be linked to certification for teaching WI courses.

Listing of online classes: the QCC website online catalog shows that a course is fully online by the title of the list "**FULLY ONLINE (Asynchronous) COURSES**" and by the extension "**FNET.**" For partly online courses, the title is "**PARTLY ONLINE (Hybrid) COURSES**" and the extension "**PNET**" is used. <http://www.qcc.cuny.edu/QCCOnline/classes.asp>

4. New Business

Dr. Volchok will send guidelines for online teaching to the DE Committee members for revision. The meeting adjourned at 4:55pm. The next meeting will take place on March 10, 4:15pm in room H345 following the QCC Senate meeting.

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