

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

MINUTES
MARCH 30, 2004

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

Absent: Prof. Kenneth Golden

1. Dr. Pecorino began the meeting at 4:00pm.
2. Motion was made, seconded, and approved to accept the minutes of the March 9, 2004 meeting.
3. Since the last meeting, the format of the Report on Distance Education at QCC was reorganized as:
 - Overview
 - Vision
 - General Recommendations
 - Recommendation to the Academic Senate
 - Appendices
4. It was agreed that the benefit of using this format would be to send a shorter, substantive report to the Academic Senate while maintaining all supporting documentation in Appendices that could be made available upon request to interested persons.
5. The meeting was devoted to reviewing and revising the Report.
6. An updated revision of the Report will be circulated via email one last time. Any remaining editorial comments should be forwarded to Prof. Villani by April 10th.
7. The final revised report will then be forwarded to the Committee on Computer Resources with the anticipation that the Committee on Computer Resources will approve the Report and recommendations therein and forward to the Academic Senate for inclusion in the May 2004 Meeting.

8. The completion of the Report on Distance Education at QCC concludes the charge of this Subcommittee.
9. Dr. Pecorino thanked all Subcommittee members for all their diligent work and contributions this academic year in reviewing matters related to distance education; preparing and summarizing the surveys; and contributing to and editing a very comprehensive and useful Report.

The meeting adjourned at 5:30pm.

Respectfully submitted,

Kathleen Villani