

**QCC COMMITTEE ON DISTANCE EDUCATION**  
**An Academic Senate Standing Committee**  
**Minutes**  
**Meeting of October 12, 2010, in H345 at 4:15pm**

**Attending:** Lorena Ellis, Sara Rofofsky Marcus, David Sarno, Melanie Sehman, Julian Stark, Edward Volchok, and Dolores Weber. Bruce Naples (President's Designee)

**Absentee:** Student representative: Elizabeth Lara and Joseph Lionarons

**1. Approval of Minutes**

The minutes of the September 21, 2010 meeting were approved with revisions.

**2. Chairperson's Report**

Dr. Volchok informed the members of the committee about the November 17 eLearning Luncheon, in which faculty members from the first eLearning Initiative cohort (June 2010 Institute) will be giving short presentations of their blended courses. Committee members were also given details about the second cohort that would be selected in December for the Winter Institute to take place in January (Applications deadline is November 8). The January Institute is scheduled as follows:

January 4, 5, 6	Mentors' training
Jan 10, 11, 12, and 13	Development training
Jan 18, 19, 20	Week open with assistance available
Jan 24, 25, 26, 27	Development training

**3. Old Business**

Dr. Volchok reminded all members to help disseminate the information and encourage colleagues to participate in the development of online courses. Dr. Volchok indicated that the June 2010 institute was very well run, and that two new positions were being filled and available to help plan and run the January 2011 Institute. One position, the Online Technical Developer, reports to the Director of Academic Computer Center. This position has been filled by Denis Bejar. The second position is for an Online Instructional Designer who will report to the Assistant Director of CETL. The search for that position is in its final stages.

**4. New Business**

The proposal to change the name of the Committee on Distance Education to the Committee on eLearning will be revised by Dr. Volchok who will send the revisions to the members of the committee prior to November 9<sup>th</sup>. The committee will vote on this resolution at its meeting on November 9<sup>th</sup>. After the approval, it will be sent to the Committee on Bylaws. That committee will review this resolution and submit it to the Academic Senate for approval at the February 2011 QCC Senate Plenary Session.

Another important item on the QCC online education is the Students eLearning Readiness Program that is in its final stages to be tested. It should be up and running by the end of November. All members were invited to help with the testing before the program is launched at the end of the fall semester.

The meeting adjourned at 5:15 pm. The next meeting will take place after the November QCC Senate meeting on November 9 at 4:15pm in Room H-345. The last meeting on the semester will take place on December 14 at 4:15pm in H-345.

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