

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

MINUTES
MARCH 9, 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 3:50pm.
2. Motion was made, seconded, and approved to accept the minutes of the February 10, 2004 meeting.
3. Dr. Pecorino had sent via email to all Subcommittee members an updated draft of the Report of this Subcommittee. The Report complies with QCC Governance.
4. Subcommittee members had reviewed the draft of the Report prior to the meeting and were prepared with suggestions regarding the refinement of the presentation and organization of the Report. There was extensive discussion regarding revisions as summarized below:
 - The report consists of substantial information regarding all aspects of online courses offered by QCC and the need for a formalized Distance Education Program.
 - It was agreed that the Report should open with a “vision” of a desirable Distance Education Program at QCC. This vision will be supported by information from the CUNY Master Plan, the CUNY Task Force, the QCC Strategic Plan, and the QCC Middle States Report.
 - The vision will be followed by current Distance Education practices at QCC.
 - Along with current practices will be recommendations related to those practices.
 - There will be summary recommendations towards the need of a formal Distance Education Program at QCC.

- Some of the detail of the report will be moved into Appendices to make the body of the report more concise and effective in its presentation.
5. The following assignments were made:
 - Dr. Pecorino will prepare the vision section of the revised Report.
 - Dr. Darcy will prepare the information on CUNY Master Plan, Task Force, QCC Strategic Plan, and QCC Middle States requirements to support the vision and need for a Distance Education Program at QCC.
 - Dr. Ellis will provide Dr. Darcy with the pertinent information from the QCC Strategic Plan.
 - Prof. Villani will provide Dr. Darcy with the pertinent information from the QCC Middle States Report.
 - Mr. Naples will work on the section of the report that address current practices and related recommendations.
 - Dr. Azrak will work on the section of the report regarding the virtual “Center” for information related to online courses.
 - Dr. Meyer will work on preparing the faculty survey results in exploding pie chart format, if possible.
 - Dr. Darcy and Dr. Meyer will work on “assessing/tracking” success/effectiveness of online courses.
 6. All revisions, additional suggestions, and editorial comments are to be sent via email to Prof. Villani no later than March 19, 2004. Prof. Villani will process the revisions in the draft of the report and forward to Dr. Pecorino.
 7. The next meeting is scheduled for Tuesday March 30, 2004 at 4:00pm (following the Strategic Planning meeting) in Room M-127.
 8. The meeting adjourned at 5:30pm.

Respectfully submitted,

Kathleen Villani