

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

MINUTES
DECEMBER 9, 2003

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

Absent: Prof. Kenneth Golden
Ms. Janette Treue

1. Dr. Pecorino began the meeting at 4:15pm.
2. Motion was made, seconded, and approved to accept the minutes of November 11, 2003 meeting.
3. Dr. Pecorino stated that the creation of this Subcommittee fulfills a Middle States self study recommendation.
4. Dr. Pecorino stated that the surveys of students enrolled in any mode of online classes is up and running. Dr. Pecorino thanked Mr. George Thorsen from the Library who set up the survey, the links and the data bases to store the responses. An announcement has been posted in Blackboard informing the students of the survey and requesting they click the appropriate link to respond to the survey. The survey will be accessible for one week. An email will be sent to all Blackboard faculty requesting them to encourage students to complete the survey.

Dr. Azrak and Professor Villani will analyze the results of the student surveys.

5. Mr. Naples reported that the Blackboard 6 workshops went well. He again stated that faculty should begin developing their courses in Blackboard 6 while currently using Blackboard 5. The Blackboard 6 server is for faculty course development only; not for student use. Up to 100 courses can be developed under the current site license. The date QCC will migrate to the CUNY server is still tentatively scheduled for the Fall 2004 semester. Migration will be easier if the course is developed in Blackboard 6.

The Camtasia workshop also went well. The Contribute workshop is postponed until next semester due to technical compatibility issues.

Their continues to be a lack of staff and resources necessary in the Academic Computing Center for the continuous increase of faculty using Blackboard and other technology in their courses.

6. Dr. Meyer distributed a draft of the faculty survey that he and Dr. Darcy prepared. The Subcommittee discussed revisions to the survey. After Dr. Meyer and Dr. Darcy complete the revisions to the survey, they will circulate it to the Subcommittee members via email for review and feedback on any additional changes.

Once the revised survey is finalized, it was decided that the survey will be circulated via email to faculty. There will be two surveys: one for faculty currently using technology in their courses and a different survey for faculty that do not use technology. The email will include a separate link for each survey. Dr. Meyer will ask Mr. George Thorsen to set up the survey, the links and the data bases for responses for the faculty survey, similar to his set up for the student surveys.

7. While the survey of students that are enrolled in an online course is in process; the survey of students that have not been enrolled in a course in any of the online modes has not been distributed. There was discussion on placing this survey link on the QCC home page. Dr. Pecorino will request permission from Ms. Susan Curtis, Director of Marketing, who approves all postings to the QCC website.

Dr. Azrak will ask Mr. Thorsen to set up the survey, the link and the data base for responses for the survey of students never enrolled in an online course.

8. Dr. Pecorino distributed a draft of the final report on Distance Education at QCC. All Subcommittee members are requested to review the report and bring their comments/suggestions regarding the report to the next meeting. It is anticipated that the final report will be submitted to the Academic Senate Computer Resources Committee in March 2004.

Dr. Ellis is requested to review the section in the report on faculty support and determine if additional information needs to be added.

9. The next meeting is scheduled for Tuesday February 10, 2004 at 4:00pm (following the Academic Senate meeting) in Room M-127.
10. The meeting adjourned at 5:05pm.

Respectfully submitted,

Kathleen Villani