

**QCC COMMITTEE on COMPUTER RESOURCES**  
An Academic Senate Standing Committee

**Minutes**  
**May 6, 2003 at 3pm in M-127**

**Attending: Philip Pecorino, Bob Rogers, Anthony Kolios, Patrick Wallach, Dwight Meyer**  
**Absent: Robert Kueper, , Sandra Marcus George Sherman , Bruce Naples**

- 1. The Agenda was accepted.**
- 2. Approval of Minutes of Previous Meeting: April 22, 2003**
- 3. Chairperson's Report**
  - Communications received
  - DE Sub Committee Vp Kahn**
  - Email, VP Kahn, re: Faculty survey**
  - ADA issues**
  - MT Dept request for software contract**
- 4. Election of Chairperson for 2003-2004**
  - Nominations were made: one nominee, Philip Pecorino**
  - Election was conducted: Philip Pecorino elected as chair**
- 5. Actions related to creation of a Distance Education Subcommittee**

**The committee voted to create a DE Sub Committee for 2003-2004 and appointed 7 faculty to the committee. (See below, attachment A) The committee will rework the charge of the subcommittee and vote on it by email balloting.**

- 6. Preparations for the Report on QCC Computer Resources**

**The chairperson will receive input from members and circulate drafts to the faculty members during the remainder of the Spring and in the Summer. The Committee will finalize it in the fall and send it on to the Academic Senate.**

- 7. Old Business**
  - None**
- 8. New Business**
  - None**
- 9. Setting Date, Time and Location for next meeting (Tuesdays at 3pm)**
  - Sometime in September at 3pm in M-127.**

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**QCC Academic Senate**  
**COMPUTER RESOURCES COMMITTEE**

A Sub Committee is formed during the Spring of 2003 and will serve for one academic year (2003-2004), after which it will be either renewed, dissolved or recommended to the Academic Senate for a new status as a Standing Committee.

**COMMITTEE ACTION:**

Whereas: the Middle States Self-Study (1999) contained the following:

*The College should create an administration and elected faculty committee to explore the potential for impact of offering courses through distance learning;*

Whereas; there are reasons for a community college to have a Distance Education program

- To increase access: students unable to access the traditional programs
- To increase retention: opportunities for students who could not otherwise "attend" classes
- To improve the quality of existing programs
- To provide opportunities for faculty to rethink what they do and explore a new means to accomplish their objectives that might even have a "spillover" effect in their regular classroom teaching.
- To expand the size of the community the college services and the range of services as well.
- To expand markets: business, general community and specific groups
- To respond to the needs of the market space and competition.
- To increase enrollment

Whereas; the development and offering of a distance education program and distance learning classes should involve the cooperation and participation of faculty, academic departments and the administration of the college,

Whereas: faculty are the primary developers of such classes and instructors and managers of the classes, decisions can not be made without their involvement and approval.

Be it resolved that:

1. there be a Sub-Committee of the Academic Senate Committee on Computer Resources to be titled as the Distance Education Committee;
2. the committee have seven faculty appointed by the Committee on Computer Resources and the Director of the ACC, ex officio and without vote, and one student experienced in distance learning appointed by the Office of Student Affairs
3. the charge to the committee be as follows:
  - a. to report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies related to the development of, support for and offering of programs, degrees and classes,

**OTHER ITEMS OF THE CHARGE WILL BE FORTHCOMING**

**DE subcommittee membership 2003-2004**

**7 Faculty-**

**1 administrator (Director ACC or Designee, ex officio, no vote)**

**1 Student experienced in DE (appointed by VP Student Affairs)**

**Faculty:**

**1. Chair of Academic Senate Committee on Computer Resources,**

**2. Chair of Academic Senate Curriculum Committee**

**5 experienced faculty**

**3. Kathy Villani**

**4. Paul Azrak**

**5. Jeanette Treue**

**6. Jean Darcy**

**7. Dwight Meyer**

The last Middle States review recommended that there be a committee of faculty and administration involved with distance education. The Committee recommended that a Standing Committee of the Senate be created for this. The Steering Committee of the Senate advised the Committee to create a subcommittee to begin a study of this matter.

The Sub Committee was created. It consists of :

Azrak, Paul, Economics, Social Sciences

Darcy, Jean, English

Ellis, Lorena, Chair of Senate Committee on Curriculum, Foreign Languages

Meyer, Dwight H.; Biology

Naples, Bruce R.: ACC, ex officio, Administration

Pecorino, Philip; Chair of Senate Committee on Computer Resources, Philosophy, Social Sciences,

Treue, Jannette A.; Counselling

Villani, Kathleen; Business

Student member; with some DE experience, nominated by the Office of Student Affairs

#### CHARGE:

- a.) to report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes,
- b.) to prepare a report on what type of Distance Education Program , if any, would best serve the college and its mission, including:
  - purpose(s)
  - resources
  - training program
  - support services
  - assessment
- c.) to serve as an advisory body for all matters related to Distance Education,