

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

ANNUAL REPORT

To: Committee on Computer Resources
From: Philip Pecorino, Chairperson
Date: April 15, 2004
Subject: Annual Report of the Committee on Computer Resources – Subcommittee on Distance Education for 2003/2004

MEMBERS:

Philip Pecorino, Chair of Senate Committee on Computer Resources,
Philosophy, Social Sciences
Paul Azrak, Social Sciences
Jean Darcy, English
Lorena Ellis, Chair of Senate Committee on Curriculum, Foreign Languages
Dwight Meyer, Biology
Janette Treue, Counseling
Kathleen Villani, Business

ex officio: Bruce Naples, Director, Academic Computing Center, Administration

FORMATION OF SUBCOMMITTEE ON DISTANCE EDUCATION:

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

The Subcommittee on Distance Education was formed for 2003/2004.

CHARGE OF SUBCOMMITTEE ON DISTANCE EDUCATION:

The Charge of the Subcommittee was:

- 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.

MEETINGS AND AGENDA:

The Subcommittee met 6 times. Philip Pecorino was elected Chair of the Subcommittee.

The Subcommittee reviewed and discussed the many aspects of online course offerings at the College, including but not limited to:

- the relationship of distance education to the Mission of QCC
- the current status of online courses offered at QCC
- faculty training and support
- student training and support
- administrative issues that need to be addressed regarding online course offerings
- the need for a marketing plan for distance education.

The Subcommittee prepared, distributed, and summarized the results of the following surveys:

- survey of students that have been enrolled in some form of an online course
- survey of students that have never been enrolled in some form of an online course
- survey of faculty on matters related to online courses.

REPORT ON DISTANCE EDUCATION AT QCC:

The Subcommittee prepared a comprehensive Report which includes:

- the development of distance education in higher education
- success and failure of distance education in other colleges
- the relationship of distance education to the Mission of QCC
- the status of distance education and educational technology at QCC
- faculty training and support
- student training and support
- administrative issues that need to be addressed regarding online course offerings
- the need for a marketing plan for distance education
- the goals of a distance education plan at QCC
- the results to the surveys.

The complete report can be accessed on the QCC website.

RECOMMENDATIONS:

The Subcommittee on Distance Education made the following recommendations to the Committee on Computer Resources:

1. QCC should have a full Distance Education Plan that creates a program of distance education.
2. To accomplish a full Distance Education Plan there should be a standing committee of the Academic Senate on Distance Education.