

**Queensborough Community College/CUNY
Committee on Distance Education**

Agenda

Tuesday, September 21, 2010

4:15 – 5:00

H-345

Approval of Minutes for May 11, 2010 meeting

Chair's Report

- Review of Dr. Tai's meeting with Committee Chairs
 - Perez Decision, Committee Votes, and Ballots: Votes are to be conducted by ballots. Committee secretaries are to keep all ballots in an envelope. These envelopes are to be forwarded by the committee secretaries to the college archivist, Prof. Constance Williams, at the end of the semester.
 - Approved minutes of all meetings to be sent by committee secretaries to Prof. Barbara Blake-Campbell of the Steering Committee and the webmaster, Dave Moretti, who will post the minutes on the Senates website.

Old Business

Review of our progress on eLearning:

- Summer Institute
- January Institute

New Business

Review committee's charge for 2010-2011:

- Change committee name from Committee on Distance Education to the Committee on eLearning
- Provide input for the Student eLearning Readiness Program
- Develop protocols for departmental observation of faculty teaching eLearn courses
- Provide input on the assessment of course design issue for eLearn courses
- Provide input on the curriculum for the Faculty eLearning Institute
- Nurture new committee leadership