

QCC DISTANCE EDUCATION COMMITTEE

An Academic Senate Standing Committee

Minutes

Meeting of September 9, 2008 in H348 at 2:00PM

Attending: Helene Dunkelblau, Lorena Ellis, Bruce Naples, Francis Cotty, Charles Neuman, and Edward Volchok

1. The minutes of the May 13, 2008 meeting, were approved.

2. Chairperson's Report

The Hispanic Education Telecommunication System (www.hets.org) Middle States: As an outcome of the Self Study the college will be more aggressive in developing both fully and partly online courses. The QCC Distance Education Committee will be called upon to provide recommendations on course assessment, faculty evaluations, class size, and intellectual property/copyright issues.

3. Annual Report

Revisions were made on the Annual Report, dated September 8, 2008, prepared by Patrick Wallach, the former Chairperson, Distance Education.

4. **Online Course Assessment.** The Committee agrees that an Assessment Plan for asynchronous and hybrid or blended courses has to be implemented. This plan must be

divided into various levels, including student assessment, course assessment and faculty assessment. The same standards that apply to face-to-face classes have to be adhered to

in online classes.

- **Attrition rates** have to be compared to those of traditional classes. Student needs and learning outcomes are important, but faculty needs also have to be met.
- **Existing orientation.** The Committee will determine what the college is doing regarding e-tutoring and orientation online. During this semester's 3-day Freshman Orientation the new students were given an orientation on how to use Tigermail, E-portfolio and how to log on in the CUNY portal.
- **New courses.** Currently 10 courses are being developed by faculty members who applied for a stipend. After being developed these courses will be assessed before they are offered to students. The original deadline to deliver these courses was October 31, 2008. Dr. Pecorino is coordinating the development of these courses.

5. **Library support online courses.** The committee agrees that copyright issues for E-reserves should be the responsibility of the librarians. Faculty members teaching the

online courses will provide the materials.

6. Online class size. The class size for the various online courses has to be determined and approved by the Senate. The first attempt done in fall-2007 failed. At that time the following recommendations *were* made.

- For an online section (fully or partly) 10 - 25 students
- For an online section (fully or partly) that is also WI 10 - 20 students
- For an online section (fully or partly) that is also an Honors section ... 8 - 15 students

7. Marketing and other issues. The committee discussed other issues that have to be addressed, such as how to

- recruit faculty members to be trained to develop and teach courses;
- deal with students' difficulties with online navigation, etc;
- how to recruit students including contacting dropouts and preparing them to feed into the BA online program;
- target students with disabilities;
- coordinate with Continuing Education to have credit and non-credit students shares classes.

Next meeting will be on Tuesday, October 7, 2008, at 3pm in H207.

Respectfully submitted,

Lorena B. Ellis
Secretary of the Distance Education Committee