

**QCC DISTANCE EDUCATION COMMITTEE**  
An Academic Senate Standing Committee

**Minutes**

Meeting of November 22, 2005 in H-345 at 11:00 am

**Attending: Paul Azrak, Jean Darcy, Stanley Garfunkel, Thomas Gerson, Bruce Naples, and Patrick Wallach.**

**Absentees: Anissa Mack.**

1. Chairperson's Report
  - The chairperson met with the Vice President for Academic Affairs to discuss online education. Recommendations from the committee are welcome, as well as more information pertaining to completion and withdrawal rates for online courses. A discussion followed.
2. Report from ACC Director
  - A study of completion rates was conducted comparing traditional courses (from Fall 2001 to Spring 2002) to online courses (from Fall 2002 to Spring 2004). The information is posted at the QCC website.
3. New Business
  - Committee members discussed what recommendations should be sent to the Vice President by the committee. Items discussed included the registration process and setting credit and GPA requirements. The committee will continue to discuss recommendations by e-mail before the next meeting.
4. Date, Time and Location for next meeting: Tuesday, December 13, 2005 at 11 am in H-345.
5. The meeting was adjourned at 12 pm.