I. Approval of minutes for last meeting

II. Introduction / Review
   a. Goal: by end of Thanksgiving
      i. Identify 3-4 programs
         1. potential programs that might succeed
            a. SUNY online AA programs
               i. Already gone through filtering process
               ii. Gives us an idea of what is a good start and practical
            b. Be sure to pay attention to the core requirements for the degree
               (from other departments)
            c. Programs must be based on pre-existing courses; new courses/programs can take up to 4 years to get approved.
         2. Two-year program at QCC could funnel students into the CUNY Online Baccalaureate program or other regional colleges
         ii. We should consider breaking this committee into subgroups to focus on specific needs:
            1. Faculty Needs
               a. Release time, Promotion, Tenure, Stipends and Royalties
               b. Instructional Support
               c. Assessment of online classes
               d. Teacher Evaluation
               e. Training for faculty and administrators
            2. Student Needs
               a. Student orientation/training for online classes including STX100, Blackboard, ePortfolio, and tigermail
               b. Tutoring
               c. Advisement
               d. Distributions of courses students need to graduate
                  i. id courses that can meet each requirement
               e. Articulation concerns within CUNY and other schools
               f. need critical mass to encourage students to complete primarily online
            3. Infrastructure Needs
               a. Need for additional support, one person is not sufficient
               b. Online Academy
                  i. For people who were in QCC but who have not completed the degree (about 75% of our students)
            III. An assignment for members of the committee
               a. See who would be willing to do courses
                  i. As part of program
                  ii. To support another department’s program (i.e., general education requirements, general education prerequisites or prerequisites to major-related courses)
               b. See which professors are already teaching an online course and if they are willing to continue doing so
c. Identify program from SUNY that is closest to what we can do
   i. Identify what we can do
   ii. Identify what is missing
      1. Identify what we need to fill these gaps

IV. Already identified departments / courses
   a. Foreign language is positive but without support it can’t be done
   b. English department chair on board
      i. EN102 interested
      ii. Need interested faculty for EN101

V. Remedial Courses (Basic Skills)
   a. How do they fit online
   b. Some in BE department find a small percentage of student potential for online courses

VI. Doodle poll will be sent out for the next meeting