

July 24, 2010

From: Edward Volchok, PhD

To: Prof. Barbara Blake-Campbell, Secretary of the Steering Committee of the Academic Senate

**Annual Report of the Committee on Distance Education for 2009-2010**

**Committee Members**

For the academic year 2009-2010, the committee was composed of the following members:

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair
2	Dr. Lorena Ellis	Foreign Languages	Secretary
3	Dr. Francis Cotty	Biological Sciences & Geology	Faculty Representative
4	Prof. Danny Mangra	ECET	Faculty Representative
5	Prof. Peijun (Jeffrey) Jia	Library	Faculty Representative
*	Dr. Regina Rochford	Basic Educational Skills	COC Liaison
*	Mr. Bruce Naples	Director, Academic Computing Center	President's Designee
*	Vacant	****	Steering Committee Designee
1	Mr. Carlos Luciano	Student	Student Representative
2	Vacant	Student	Student Representative

**Dates and Times Committee Met**

The Distance Education Committee met after each of the Queensborough Community College Academic Senate meetings, from approximately 4:15 pm to 5:15 pm. The dates of our meetings were:

<b>Fall 2009</b>	<b>Spring 2010</b>
• September 15, 2009	• February 9, 2010
• October 13, 2009	• March 9, 2010
• November 17, 2009	• April 13, 2010
• December 8, 2009	• May 11, 2010

**Narrative Summary of the Committee's Work**

The charge of the Committee on Distance Education is 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;
- Work on the assessment process and criteria related to the Distance Education program of the College and report findings to the Academic Senate;
- Serve as an advisory body for all matters related to Distance Education.

As a result of a confluence of events — this Committee's 2008-2009 Annual Report, suggestions of the Middle States Self-Study auditors, the urging of Chancellor Mathew Goldstein and Vice Chancellor Alexandra Logue to bring more technology into the classroom, the on-going support of the Steering Committee of the Academic Senate, and active involvement of the Office of Academic Affairs — ***most of the committee's past recommendations are now being implemented.*** The committee's

recommendations to limit the enrollment for online courses have not been addressed. The Office of Academic Affairs has been very responsive to faculty requests to limit the enrollments of online classes so presently there is no urgent need to address this issue.

## Summary of the Committee's Work During 2009-2010

The committee has been extremely busy during the 2009-2010 academic year. Here is a summary of the committee's work.

### A. Special Committee on Distance Education at QCC

Last year the committee recommended the formation of a Special Committee to:

- Review ways of improving students' access to the college by getting more of the college's current courses online.
- Identify how the college might support student learning for students who opt to take online courses.
- Explore how the college might meet the needs of faculty who choose to teach courses that use online technologies, whether the course is asynchronous, partly online, or synchronous.
- Consider any infrastructure and software needs the college should invest in.
- Outline a program to market new online course offerings to current and potential students and their advisors, as well as increase the awareness of faculty of the potential of online learning.

The QCC Academic Senate considered the Special Committee on Distance Education at QCC's report. On May 11, 2010, the QCC Academic Senate approved the following resolutions:

1. Acknowledge that quality online education cannot take place without appropriate support for students, faculty, and infrastructure and take appropriate action to meet the needs of students and faculty.
  - a. Such support for students entails: 1) An appropriate orientation so that they understand the requirements for online courses *before* they register and have the basic skills needed to succeed in online courses, and 2) Appropriate support while they are enrolled in online courses.
  - b. Such support for faculty entails appropriate assistance in the development, management, assessment, and continuing review of courses using distance education technologies.
2. Affirm the right of academic departments alone to:
  - a. Determine which courses should have fully or partly online sections,
  - b. Determine which faculty members are eligible to teach online courses, and
  - c. Establish prerequisites for students to meet before taking online courses; such prerequisites would undergo review by the Curriculum Committee and the Academic Senate.
3. Direct the College Personnel & Budget Committee—when making decisions regarding reappointment, tenure, and promotion—to recognize the contributions made by faculty who:
  - a. Develop and teach online courses
  - b. Publish research on online learning and teaching

c. Publish and disseminate materials related to online course instruction

4. Provide adjunct faculty teaching online courses the same support provided to full-time faculty

Due to the Special Committee on Distance Education Committee's unwieldy size (one member from each of the college's 19 academic departments), the Chair of the Special Committee, who also serves as Chair of the Distance Education Committee, used the Distance Education Committee as a source for ideas and a reviewer to the Special Committee's proposals. Without the insightful guidance of the Distance Education Committee, the work of the Special Committee on Distance Education Committee at QCC would not have achieved its successful conclusion. Special thanks is due to the members of the Committee on Distance Education for their input and to the members of the Special Committee on Distance Education:

**Committee of Distance Education**

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair
2	Dr. Lorena Ellis	Foreign Languages	Secretary
3	Dr. Francis Cotty	Biological Sciences & Geology	Faculty Representative
4	Prof. Danny Mangra	ECET	Faculty Representative
5	Prof. Peijun (Jeffrey) Jia	Library	Faculty Representative
6	Mr. Bruce Naples	Director, Academic Computing Center	President's Designee

**Special Committee of Distance Education at QCC**

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair, Writing Sub-Committee
2	Dr. Sara Rofofsky Marcus	Library	Sec't., Writing Sub-Committee
3	Prof. Indra Avens	Foreign Languages	Writing Sub-Committee
4	Prof. Patricia Burke	Nursing	Writing Sub-Committee
5	Dr. Alex Flamholz	Physics	Writing Sub-Committee
6	Dr. Wilma Anthony-Fletcher	Counseling	Writing Sub-Committee
7	Prof. John Buoncora	ECET	
8	Dr. Jean Darcy	English	
9	Dr. Cal Dowlah	Social Sciences	
10	Dr. Nidhi Gadura	Biological Sciences & Geology	
11	Prof. Joseph Goldenberg	METDD	
12	Prof. Anissa Mack	Art & Design	
13	Prof. Holly O'Donnell	Basic Skills	
14	Dr. Kenneth Pearl	History	
15	Dr. Melanie Sehman	Music	
16	Dr. Jun Shin	Chemistry	
17	Dr. Alicia Sinclair	Health, PE, Dance	
18	Prof. Robert Sweetnam	Speech Communications &TA	
19	Dr. Patrick Wallach	Mathematics & Computer Sci.	

**B. Distance Education Planning Group**

At the start of the Fall semester, the Office of Academic Affairs formed a Distance Education Planning Group. This group relied heavily on input from its members who also sit on the Distance Education Committee: Dr. Lorena Ellis, Dr. Edward Volchok, and President's Designee Bruce Naples, Director of the Academic Computing Center. Other members of the Distance Education Planning Group include: Dr. Karen B. Steele (Dean for Academic Affairs), Dr. Paul Marchese (Assistance Dean for Academic Operations), Dr. Meg Tarafdar (Acting Director of CETL), Dr. Edward Hanssen (Business), Professor Christine Mooney (Business), and Dr. Philip A. Pecorino (Social Sciences).

The Committee on Distance Education vetted issues raised by the Distance Education Planning Group. The suggestions of the Committee on Distance Education were then relayed to the Distance Education Planning Group.

### C. Expansion of Committee Membership from 5 to 7 Members of the Faculty

During Spring 2010, the Academic Senate approved the committee's recommendation to increase its membership from 5 faculty members to 7.

The rationale for this change in the committee's structure is that new eLearn initiatives will increase the committee's workload during the 2010-2011 academic year. The committee will be involved in the following issues:

- The college's formal adoption of a standard for effective eLearn education to be used to evaluate proposed eLearn courses
- Overseeing the assessment of course design issues for eLearn courses
- The evolution of the curriculum of the Faculty's Online Institute
- The design and implement of the Student Online Readiness Program
- Providing input and resolutions regarding learning outcomes assessment for eLearn Courses
- Monitoring the reliability of the supported Learning Management Systems: Blackboard and Epsilon, and provide advise to the college community when problems arise
- Develop protocols of departmental observations for eLearn courses

#### New Members for 2010-2011\*

Members who joined the committee in April 2010:

- Dr. Sara Rofofsky Marcus – Library
- Dr. David Sarno – Chemistry
- Dr. Melanie Sehman – Music
- Dr. Julian Stark – Biological Sciences & Geography

The committee's seventh faculty position remains open, and will be filled in September.

The following members will be leaving the committee this September:

- Dr. Francis Cotty – Biological Sciences & Geography
- Dr. Professor Peijun (Jeffery) Jia – Library
- Prof. Danny Mangra – ECET

For the academic year 2010-2011, the committee's members are:

	<b>Name</b>	<b>Department</b>	<b>Role</b>
1	Dr. Edward Volchok	Business	Chair*
2	Dr. Lorena Ellis	Foreign Languages	Secretary*
3	Dr. Sara Rofofsky Marcus	Library	Faculty Representative
4	Dr. David Sarno	Chemistry	Faculty Representative
5	Dr. Melanie Sehman	Music	Faculty Representative
6	Dr. Julian Stark	Biological Sciences & Geography	Faculty Representative
7	Vacant	****	Faculty Representative
*	Vacant	****	COC Liaison
*	Mr. Bruce Naples	Director, Academic Computing Center	President's Designee
*	Vacant	****	Steering Committee Designee
1	Student Member 1	Vacant	Student Representative
2	Student Member 2	Vacant	Student Representative

*\*Re-elected May 11, 2010*

### **Key Items on the Agenda for 2010-2011**

- Insure that vacancy on the Committee on Distance Education are filled during September 2010
- Consider changing the Committee on Distance Education's name to the Committee on eLearning
- Nurture new leadership who will take over committee leadership during the 2011-2012
- Provide input on the protocols for the observation of Distance Education Faculty
- Provide input on technological and pedagogical support for faculty designing eLearn classes
- Provide input on the college's formal adoption of a standard for effective eLearn education
- Provide input on the assessment of course design issues for eLearn courses
- Provide input on the curriculum of the Faculty's Online Institute
- Provide input on the Student Online Readiness Program
- Providing input regarding learning outcomes assessment for eLearn Courses
- Monitoring reliability of Blackboard and Epsilen, and provide advice to the college community when appropriate
- Develop protocols of departmental observations for eLearn courses
- If needed, present resolutions restricting class size for eLearn classes

As chair of the Committee on Distance Education, I'd like to express my gratitude to all the members of this committee for their diligence and dedication. Each has made important contributions.

The accomplishments of this committee would have been impossible without the sage counsel of two leaders of the Academic Senate: Dr. Emily Tai, chair of the Steering Committee, and Dr. Philip Pecorino, parliamentarian. The Committee is very grateful to the assistance so generously offered by Dr. Tai and Dr. Pecorino.

We also acknowledge Dr. Diane B. Call, Interim President, and Dr. Karen B. Steele, Interim Vice President for Academic Affairs, and thank them for their generous support.

Respectfully submitted,



Edward Volchok, PhD  
Chair, Committee on Distance Education