

**DE Committee**  
**Thursday, October 2, 2008**  
**Minutes**

Members in attendance: Steven McIntosh, Chair, Dr. Michael Boecherer, Steven Brodsky, Beverly Broomell, Cynthia Eaton, Dr. Steven Epstein, JoAnn Gushue, Robin Hill, Nina Leonhardt, Dr. Stephen O'Sullivan

Member excused: James Frost

Guests: Elizabeth Anne Baldwin, Scott Mandia

Steven McIntosh proposed to move Scott Mandia, our guest from the College Curriculum Committee, to the top of the agenda. Steven introduced Scott to the DE Committee. The DE Committee members introduced themselves to Scott and welcomed him to the meeting. Scott announced that he was there to represent the College Curriculum Committee and to stand in for Tina Good, Chair of the College Curriculum Committee who was not able to make it to the meeting. He proposed to have a line of communication between the College Curriculum Committee and the Distance Education Committee. The goal is to keep good communication within these two Committees to ensure proper maintenance of college-wide policies, courses and curricula.

Scott proceeded to discuss the course adoption process. Currently, if a campus has a course and another campus wants to teach it, they go through governance and the course adoption process. Or, if a course is being proposed and it will influence more than one campus, then it's college wide and it goes through governance.

There are issues regarding a campus based traditional course that is already approved by the governance committee that is approved by departments college-wide to become an online course, then passed by DE Committee is now available to be offered as an online course on all campuses. The current structure is that each campus has their traditional courses that they approve to be taught as an online course.

Concern: Once a course is approved to be taught online the concern is that it can be taught from any campus. If a course is only being taught at one campus, once it becomes an online course it goes through a campus level and not governance. The governance process is circumvented. If a course is offered at one campus only and someone wants to offer it at another campus then it goes through college curriculum and then it goes through the three governance bodies not just the campus who adopted the course. Cynthia stated that a course adopted by Eastern campus that is then taught as an online course would have to go through governance in order for another campus to adopt the course and offer it as an online course. Special topic courses do not go through governance. It goes through governance when it is made a regular course.

In addition, if fifty percent of the courses in a curriculum is available online then State Ed requires a defined program of funding. Example: Science Emphasis - Meteorology option, if 75 percent of the courses are offered online then State Ed mandates this is a degree program.

Scott explained, both Committees would serve to oversee and protect the College from any oversights. Policies and forms could be reviewed by DE and Governance. The College Curriculum Committee is aware of curriculum matters and DE Committee is aware of the courses being offered online.

Scott is the web master of the Governance web site. He displayed the web site and explained how he could include the DE Committee minutes and course proposal information on the Governance web site. The information can be sent to Scott and he will post it on the Governance and Committee's web site. The College Curriculum requests proposals four weeks before the meeting. Two weeks to look at it close. One week to post it on the web site. Scott proposed to the DE Committee to establish a deadline for the submission of proposals. If the proposal is not on the web site it can not be discussed at the meeting.

Steven Epstein asked Scott a question, "If a faculty member is offering a new course as an online course for the first time it goes through Curriculum as a pedagogy first and then to DE Committee?" Scott explained, "Once it is approved by the Curriculum Committee and the Governance bodies assuming it's college-wide then it goes through the DE Committee. Basically, the faculty are proposing traditional courses and offering to teach them online."

Steven McIntosh stated, "The College Curriculum does not have to perform the necessary task of training the faculty. That is the big what if and that ties to when the course offering is possible in terms of the master schedule when the academic department is actually going to platform that course and if the faculty member is already trained in distance education. This Committee is moving towards the fact that the DE Course Proposal forms must be complete to even be considered since many times the forms are submitted incomplete." In addition, the intention is for distance education to have it's own web site. At the current time, Red Dot is an issue that holds up the posting of information process on the web site.

Cynthia presented the Faculty Association web site. She displayed the links to the DE course proposal application forms that will be located on their web site. This information will provide FA members and their academic chairs with information about the DE policies and procedures to include: what are the legalities of courses, how to propose a DE course assignment and/or course development forms. The link will list the steps so that faculty will know what to do. The Faculty Association is a contractually negotiated the present structure of the Distance Education Committee. In the November issue of WORD the DE Course Proposal process will be available on the FA web site. Stephen O'Sullivan proposed to have a link to the DE Course Proposal information on the Governance web site.

### **Review of September 2008 minutes**

The DE Committee minutes from September 18<sup>th</sup>, 2008 meeting were reviewed and approved by the committee members. A suggestion was made to have the minutes sent to the DE Committee members a day or two prior to the scheduled DE Committee meetings. All the present DE Committee members agreed. An effort will be made to distribute the DE Committee meeting minutes prior to each scheduled meeting by email.

### **Informational Items**

- Course mail forwarding for students is live in D2L  
This action is accomplished.
  
- Resolutions approved at September meeting  
Steve submitted the resolutions to Dr. Canniff for approval to officially adopt the revised DE policies that were approved by the DE Committee at the September 18<sup>th</sup>, 2008 meeting. Dr. Canniff has requested an addition be made to these resolutions.
  
- October is testing of Real Time Integration from Banner-to-D2L  
Sun Guard is in D2L test site only and the LDI phase is moving forward.
  
- Live Room Lite in 2008-09 D2L contract  
Live Room Lite is a chat white board environment. This item is listed in the D2L contract but the cost is \$6,500.00 to utilize it.
  
- ePortfolio in D2L – potential for a pilot project  
A live demo for e-Portfolio in D2L road show was scheduled for a demonstration at the Grant campus in October 2008. It was cancelled since more lead time was needed to advertise this event due to a low response in attendees from other colleges. Robin is currently simulating e-Portfolio.
  
- Web-enabled pilot in D2L  
Steve will propose a list of courses for web-enabling. There are thirty courses proposed for web-enabling at this time.
  
- Scheduling in Banner: FE/FD designation modification  
The designation of FE can not be entered for blended/hybrid courses for evening sections on Banner. The designation of FD is entered for blended/hybrid for day and evening sections, but need date for course start on student print schedule.

## Old Business

### DE Course Policy

The DE Committee members agreed to modify the policy that states faculty can not teach an online course in a summer semester for the first time, unless it's a blended/hybrid course. Formal language for this policy change will be presented in November.

### DE Course Proposals

The course proposals are in various stages. These proposals are for the 2008/09 academic year, but are essentially from the 2007/08 academic year. The proposals need to be approved so the new online faculty can attend D2L training this spring 2009 to teach their proposed DE courses in fall 2009.

### DE Course Assignment Proposals submitted for spring 2009

#### EG35 (Online) - Leanne Warshauer, Ammerman Campus

DE approved pending the receipt of signatures. Jeanette Bravo will follow up on this request. (Still pending as of 10/2/08)

#### EG (Online) - Gerry O'Connor, Eastern Campus/Ammerman Campus

Cynthia will meet with Gerry on September 30 and get back to Jeanette with what course he is proposing to teach online. (Still pending as of 10/2/08)

#### COM102 (Blended/Hybrid) - Karen Wolf, Eastern Campus

Karen submitted blended/hybrid dates for this course.  
Ready for DEC vote at next meeting. (Still pending as of 10/2/08)

#### COL105 (OS20) (Blended/Hybrid) or (Online) Gwen Branch, Eastern Campus

Cynthia is checking into which modality Gwen will teach this course.  
(Still pending as of 10/2/08)

#### COL101 (OS15) – (Online) – Gwen Branch, Eastern Campus

Cynthia is checking into which modality Gwen will teach this course.  
(Still pending as of 10/2/08)

#### COL105 (OS20) (Blended/Hybrid) or (Online) Mary Reese, Eastern Campus

Cynthia is checking into which modality Mary will teach this course.  
(Still pending as of 10/2/08)

#### COL101 (OS15) – (Online) – Mary Reese, Eastern Campus

Cynthia is checking into which modality Mary will teach this course.  
(Still pending as of 10/2/08)

#### COM202 (Blended/Hybrid) - Sofia Panchaud, Eastern Campus

DE Committee passed this proposal unanimously with 8 votes. She will attend D2L Faculty Training in fall 2008.

**DE Course Development proposals submitted for spring 2009**

**EG50 – Special Topics – Postmodern American Literature – (Online) – Cynthia Eaton**

Sent email to Karen Wolf with DE Course Development Form requesting signatures to accompany the already submitted Special Topics course outline.

**ELT151 – (Blended/Hybrid) – JoAnn Gushue, Grant Campus**

This blended/hybrid course offering is incomplete. JoAnn will submit a completed/signed and updated course outline as soon as possible.

**TH42 – (Online) - Steven Green – Ammerman Campus**

Technology Administrator Signature needed and requires chair notification. Cynthia will send the email with chair notification from Jeanette Bravo that was sent to the Chairs. DE Committee requested a revised course outline.

**HIT119 – (Online) Diane Fabian – Sayville Center**

DE Committee requested a revised course outline.

**NR10/30 – (Blended/Hybrid) - Susan McCabe, Ammerman Campus**

DE Committee passed this proposal unanimously with 8 votes.

**BIO101 – (Blended/Hybrid) - Phoebe Smith, Eastern Campus**

The students will meet for lab every Thursday during the semester. DE Committee passed this proposal unanimously with 8 votes.

**CRJ109 – (Online) – John Millett, Eastern Campus**

Cynthia will follow up with John to submit a revised course outline. DE Committee passed this proposal unanimously with 8 votes.

**DE Course Development proposals submitted for summer 2009**

**BIO130 – (Blended/Hybrid) - Cheryl Blando-Coscia, Grant Campus**

This course can be taught in the summer 2009 semester for the first time since it is a blended/hybrid course. Passed by DEC on 10/2/08

**HIT220 – (Online) Diane Fabian – Sayville Center**

Diane will submit a course outline to complete the DE Course Development Form submitted to teach this online course in the summer 2009 semester. This online course offering is ready for DEC vote upon the receipt of the course outline.

**HIT235 – (Blended/Hybrid) Diane Fabian – Sayville Center**

This blended/hybrid course offering is rescinded until summer 2010 at the request of Diane Fabian.

**DE Course Assignment proposals submitted for summer 2009**

ACC102 – (Online) – Kathie Rogers – Eastern Campus

DE Committee passed this proposal unanimously with 8 votes.

BUS101 – (Online) – Kathie Rogers – Eastern Campus

DE Committee passed this proposal unanimously with 8 votes.

**DE Course Development proposals submitted for fall 2009**

GY16 – (Online) -William Shumaker, Grant Campus

William will attend D2L Faculty Training in fall 2008.

Passed by DEC on 10/2/08

ELT151 – (Online) – JoAnn Gushue, Grant Campus

This online course offering is incomplete. JoAnn will submit a completed/signed and updated course outline by November 10, 2008.

**DE Course Assignment proposals submitted for fall 2009**

BUS112 – (Online) – JoAnn Gushue, Grant Campus

JoAnn is revising course outline. She will bring signed DE Course Assignment form to the DEC meeting on November 6, 2008.

Steve McIntosh motioned to end the meeting upon the completion of the DE Course Proposals. Next DE Committee meeting is on Thursday, November 6, 2008.