

**DE Committee**  
**Thursday, November 6, 2008**  
**Minutes**

Members in attendance: Steven McIntosh, Chair, Beverly Broomell, Cynthia Eaton, JoAnn Gushue, Nina Leonhardt, Dr. Stephen O'Sullivan

Guest: Jeanette Bravo

Representative for Robin Hill: Elizabeth Anne Baldwin

Members excused: Dr. Michael Boecherer, Steven Brodsky, Dr. Steven Epstein, James Frost, Robin Hill

Steven McIntosh began the meeting by welcoming everyone. He acknowledged all members in attendance and made reference to how many members were not in attendance. There were four members out and six members in attendance. Steven announced that Robin could not attend today's meeting. She is attending the SLOAN-C conference this week.

**Review of October 2008 minutes**

The October 2<sup>nd</sup>, 2008 minutes were discussed and revised during the meeting. A question was raised regarding, "why there is a delay of information being posted on the DE web page?" Steve explained that the delay is partially due to Red Dot being complicated with program compatibility, as well as a shortage of Instructional Technology staff to maintain this responsibility. Red Dot is part of the problem due to its functionality. It is constantly being adjusted by script in the program which has to occur in the Computer Center. Example: It doesn't accept documents like a PDF file. Or, it will tell you that it has done something, you approve it to be posted, then when you look for it the next day and it is not there, the change never went through, even though it shows up on your approved activated list. There are many glitches. Steven continued to explain that what he is trying to do is have a uniformed approach. He delayed posting information on the DE web page for a little while because he wanted to see if Red Dot would be useful to complete this task. He assured the DE Committee that the DE information will be posted by the end of the year. Even if the DE information is posted as a link on the College Curriculum Committee web site, it will be done.

Dr. Stephen O'Sullivan motioned to have the minutes emailed to the DE Committee members at least 24 hours in advance. The members agreed that corrections or suggestions can be sent by email and made prior to the meeting. This action will make it possible to spend less time to review the DE Committee minutes from the prior month's meeting.

**Informational**

- Resolutions status as of November 6, 2008

Regarding the status of resolutions that were outstanding and approved on September 18<sup>th</sup>, by the DE Committee for the matter of the preparation of course development having to be ready one week and three weeks in advance has been approved and signed by Vice President Canniff.

Requirements on distance education course preparation was requested by the DE Committee to state that, “the College eliminate and no longer enforce the former policy mandating that a faculty member must have taught a course at least once in a traditional on campus setting before being allowed to teach it in a DE modality” with the language change that Dr. Canniff requested, that we approved last month at our October 2<sup>nd</sup> meeting, provided the faculty member has prior teaching experience in the DE modality in which the course is proposed to be taught, has been approved and signed by Vice President Canniff.

Upon review of the resolution on special topics courses, Dr. Canniff requested a language clarification. The DE Committee approved this resolution to go forward at the September 18<sup>th</sup>, meeting. The resolution states; “Therefore, be it resolved that the proposal for special topics courses be offered in a specific distance education modality by veteran faculty (faculty that have taught in this modality at least one time before) are exempted from this policy requiring course proposals one year in advance”. Dr. Canniff is seeking a clarification again, such as this course would be approved in sufficient time to incorporate into the master course schedule. This would need to be done during the first month of the prior semester.

Dr. Canniff is requiring that they remain special topics courses. They will run for two semesters and convert or they will be removed. The DE Committee members approved the changed language for the special topics resolution. Steven will prepare a draft for the special topics resolution with the changed language and submit it to Dr. Canniff for signature. The signed resolution for special topics courses will be presented at the December 4<sup>th</sup> DE Committee meeting.

- Real Time Integration testing from Banner-to-D2L: Success!

Steven informed the DE Committee that the Real Time integration testing that occurred from Banner to D2L was successful. If the schedule implementation occurs correctly, the full time production Real Time integration should be available by the beginning of December. This means that everything would be operational on an ongoing basis from there forward. If you make a change on Banner it will show up in D2L not too much later. If a change is made in Luminis it triggers Banner to go looking for that information to go into D2L. This means as long as the student uses the portal and there are no registration issues in Banner, will result in access and enrollment in D2L. It should be much more efficient than the Fall 08 semester.

- E-Portfolio evaluations continue forward; scope has expanded

The e-Portfolio projects started out as an intention to run pilots for the “Get There From Here” scholarship with students, and for Nursing certifications, and possibly another area if we had enough licenses to be able to do another pilot. Now, we are looking at evaluating the D2L product and the iWebfolio product from SunGard and Nuventive. The Nuventive piece of iWebfolio is directly complimentary to TracDat. It is an assessment tool that the College is

investigating quite thoroughly. The question is, “What will the total cost be if we were to ramp this out to the institution over some period of time?” e-Portfolio by itself is one of the more expensive things that you can do. The pilot cost for D2L to do up to 250 users is \$20 a student, in iWebfolio its \$32 a student and a day of training for each of those products. The training is a little bit less for iWebfolio. They end up being \$100 within range of one another. We could for instance pilot either one for \$10,000 but we won’t be able to do two. The question is, “Do we want to pilot any of them if the annual cost is going to be six figures?” We have no way to do that so we have to do a better investigation of how to run this pilot.

Meanwhile, the “Get There From Here” scholarship for students consists of three e-Portfolio courses that have been created in D2L respective to the campuses Ammerman, Eastern, and Grant so that they will mimic a portfolio environment in that the advisor can work with students to put things into what are individual groups inside D2L, inside those particular courses, for each campus entity. This is a good short term solution and may be a good long term solution.

The e-Portfolio function was not included as part of the product in the signed contract with Desire2Learn. It is possible that it was a plug-in. Steven has asked for quotes from both companies for the product to be at the full FTE for a pricing of it. Mainly private colleges use this product and only a few public colleges use portfolio programs. It is probably the single most expensive product license you will buy for a student. There is a lot of storage capability to it and they set it up as a separate server. That is what you pay for. In the near future, Adobe will present their Acrobat 9 capability for e-Portfolio at the Grant Campus. The e-Portfolio fast tracked because of the “Get There from Here” scholarship program. The Inter-folio request from Grant regarding the Nursing Program is still active. Steven has been asked to participate in a committee meeting on that topic.

- Web-enabled pilot will move ahead by mid-November

The web-enabled pilot is expected to happen with a select group of faculty by next week. Computer services will run the batch file. If not, we can export the students from the test file and bring them into production. One of the things we proposed on the Grant campus in an academic chair meeting is to have a faculty member request to do a web enabled section. To make it easier for the students there will not be links on their home page as inactive support tools. Steven will meet with the Master Course Process Committee and ask to have a new integration partner created so that we will have online/blended and then we will have a web enabled capability in Banner. This will automatically create that course offering in a D2L environment, as well as being able to associate it with the class roster which would be needed to populate the course. This way only the course supporting tools that would be requested in D2L will only show up for the students. Steven will also meet with the academic chairs on the Eastern and Ammerman campuses to propose this pilot.

### Future meeting items

- LOR in D2L – Subcommittee of DEC: December  
Steven would like to put together an active subcommittee in December. It could be Ad Hoc through the DE Committee that would work with Instructional Technology in bringing the learning object suppository to light for spring. There will be a day of virtual training for this training.
- Quality in distance education: December  
In December, Steven will begin an active conversation about quality and quality points of assurance measurements as we start to pull that together for distance education as a major effort of the Office of Instructional technology and also the interest of the DE Committee and Academic Affairs of the College. It is an extremely important mission.

### Agenda Items

- Resolution status as of November 6, 2008  
The search for documentation stating information that an online course can not be taught by a faculty member for their first time teaching it during the summer semester has not been located. Cynthia offered to write a draft to suggest a DE policy to reflect this statement and to state that a faculty member can teach a blended/hybrid course for their first time in a summer semester. The DE Committee members will vote on this policy at the next DE Committee meeting in December.
- Desire2Learn discussion / Blended/Hybrid discussion  
There are many students who enroll in blended/hybrid courses who do not log on to D2L during the census period. This is a problem. Another subset to that is that the student existed in Banner, had a portal I.D., was in D2L but there was a corrupt record so there was no way for that username and password to be associated with that D2L course. This should have been fixed in the beginning of the semester. In order to resolve the mechanics for blended/hybrid courses the student should have a presence in the online environment at the beginning of the semester.
- College-wide Help Desk  
Steven stated that the College-wide Help Desk is his core approach for quality points of assurance and want to implement a College-wide Help Desk for students. He will qualify and quantify it during the next couple of months. Resources will be looked at as to how the D2L Support Services is used across the campuses during the day for budget planning next year. There is a greater use for this service during the beginning of the semester. A few people who are accessible would satisfy this need. A College-wide Help Desk should reduce the overall 'noise level' across the Institution. In addition, the D2L Help Desk support cost could be reduced to a minimal amount.

James Frost contributed to the discussion with information on a Help Desk pilot program that the East campus is putting in motion for spring 2009. Robert Beodeker is heading the student support service that encompasses the whole academic area of the College. Steven would like the DE Committee to speak with Robert Beodeker about how we can help and how he can assist us in developing this Help Desk support service. Steven explained that the Help Desk pilot is an issue that relates to Distance Education since it is associated with various groups that the DE Committee members represent. Steven met with the Senate at Ammerman and the Academic Chairs at Grant and mentioned the Help Desk issue. He extended an invitation to present this Help Desk dialogue to Governance and the Academic Chairs on the Eastern campus. Steven feels the Help Desk issue has been minimally addressed by the Institution.

### **New Business**

A list of all online courses that have been offered at SCCC from the spring 2000 semester through fall 2008 semester will be distributed to the DE Committee during December 2008.

Cynthia requested that a campus reports section be listed on the DE Committee agenda to give the members who represent the Assembly and the Senate an opportunity to discuss what is going on at their campus.

Dr. Stephen O'Sullivan would like to revisit what we did last time to establish the connections with the Curriculum Committee, Governance and the Standards Committee.

### **Old Business**

#### **DE Course Proposals**

The course proposals are in various stages. These proposals are for the 2008/09 academic year. The proposals need to be approved so 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**

- **COM 102 (Blended/Hybrid) – Karen Wolf, Eastern Campus**

- DE Committee passed this proposal unanimously with 6 votes.

- **COM 202 (Online) – Karen Wolf, Eastern Campus**

- DE Committee passed this proposal unanimously with 6 votes.

- **COL 101 (Online) – Gwen Branch, Eastern Campus**

- DE Committee passed this proposal unanimously with 6 votes.

- **COL105 (Blended/Hybrid) or (Online) Gwen Branch, Eastern Campus**

- DE Committee is requesting class meeting dates before they vote to pass this proposal.

- **DE Course Assignment Proposals submitted for spring 2009 (continued)**
  - COL101 (OS15) – (Online) – Mary Reese, Eastern Campus**  
DE Committee passed this proposal unanimously with 6 votes.  
Mary Reese will be trained in D2L during fall 2008 semester.
  - COL105 (OS20) (Blended/Hybrid) Mary Reese, Eastern Campus**  
Mary Reese will receive an email to request class meeting dates.  
DE Committee will pass proposal upon receipt of class meeting dates.
- **DE Course Development proposals submitted for spring 2009**
  - EG50 – Special Topics – Postmodern American Literature – (Online) – Cynthia Eaton**  
DE Course Development Form is submitted and complete.  
DE Committee passed this proposal unanimously with 6 votes.
  - ELT151 – (Blended/Hybrid) – JoAnn Gushue, Grant Campus**  
DE Committee passed this proposal unanimously with 6 votes.
  - TH42 – (Online) - Steven Green – Ammerman Campus**  
DE Committee passed this proposal unanimously with 6 votes.
  - HIT119 – (Online) Diane Fabian – Sayville Center**  
Diane submitted a revised course outline. DE Committee passed this proposal unanimously with 6 votes upon JoAnn Gushue speaking to Diane regarding a change in verbiage on her course outline.
- **DE Course Development proposals submitted for summer 2009**
  - HIT220 – (Blended/Hybrid) Diane Fabian – Sayville Center**  
Diane submitted a course outline with an email that referred to the class meeting several times on campus during the semester. DE Committee passed this proposal unanimously with 6 votes.
- **DE Course Assignment proposals submitted for summer 2009**
  - BUS150 – (BU80) (Online) – Mary Reese, Eastern Campus**  
DE Committee passed this proposal unanimously with 6 votes provided that Mary teaches an online course for experience in teaching in this modality in spring 2009. Mary will be trained in D2L this fall 2008.
- **DE Course Development proposals submitted for fall 2009**
  - ELT151 – (Online) – JoAnn Gushue, Grant Campus**  
DE Committee passed this proposal unanimously with 6 votes.

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

**MKT107 – (Online) – Joseph DeFilippe, Grant Campus**

Received form and course outline by Instructional Technology on 11/10/08 as a fax. Copy signed by Academic Chair only. OIT office is waiting to receive the proposal form with original signatures on it to arrive in interoffice mail.

**BUS112 – (Online) – JoAnn Gushue, Grant Campus**

DE Committee passed this proposal unanimously with 6 votes.

**BUS117 - (Online) – JoAnn Gushue, Grant Campus**

DE Committee passed this proposal unanimously with 6 votes.

**ENG101 – (Online) – Lisa Angius, Grant Campus**

DE Committee passed this proposal unanimously with 6 votes.

**BUS121 – (Online) – Michelle Fowler, Grant Campus**

DE Committee passed this proposal unanimously with 6 votes.

**BUS127 – (Online) – Michelle Fowler, Grant Campus**

DE Committee passed this proposal unanimously with 6 votes.

**ART111 – (Online) – Sandra Susman Palmer, Ammerman Campus**

DE Committee passed this proposal unanimously with 6 votes.

Upon the completion of the review and vote on submitted DE Course Assignment and DE Course Development Forms, Steve McIntosh motioned to adjourn this meeting. Next DE Committee meeting is on Thursday, December 4, 2008 at 3:45 p.m. in the Riverhead building room 209, Ammerman campus.