

DE Committee
Thursday, December 4, 2008
Minutes

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

Guest: Jeanette Bravo

Member excused: JoAnn Gushue

Introduction

Steven McIntosh opened the meeting announcing that at the current time several folio and web enabled topics of interest are under consideration. During the spring 2009 semester the Instructional Technology area will offer additional folio and web enabled pilots.

Review of November 2008 minutes

The November 2008 minutes were emailed to all DE Committee members for their review and comments. All members in attendance approved the minutes transcribed from the DE Committee meeting held on November 6, 2008.

Informational

There are two upcoming events. An e-Portfolio software demonstration by Task Stream is scheduled on Wednesday, December 10th, 2008 and a webinar on i-Portfolio is scheduled on Wednesday, December 17th, 2008. These events will be held during common hour from 11 a.m. to 12:15 p.m. All DE Committee members were invited to attend these events.

- **DE Web site information**

Steven McIntosh displayed the DE web site and presented the location of DE area information and its updated material. He noted that all DE information to include: (agendas, minutes, DE course proposal forms and older information that are still useful) will be posted on the web site on a continuous basis. In addition, there are two things that will give us an advantage to extend the DE area information in a better fashion. They are: 1) an intranet capability is well developed across the institution that all faculty and staff have access to by login, and 2) the portal has elements that will contribute to sharing all distance education topics.

- **Operational issues: Distance Learning Classroom**

There is audio-visual equipment in the distance learning classroom currently being repaired. Cameras and VBrick units which are the coder/decoder units are currently in repair. Potentially the distance learning classrooms are unreliable with questionable operation capability for the spring 2009 semester. A plan is underway to ensure that the distance learning classrooms are fully operational for classes and college-wide meetings. Dr. Canniff is aware of the situation. It is a matter of cost. When the money was available it couldn't be accessed and when an RFP should have been done it was an issue. All of the above issues have created an unpredictable situation for its continued operational success.

Informational (continued)

- **Budget impacts on DE modalities**
Steven McIntosh would like to start a dialogue in the spring on the Telecourses. The raw costs like materials, supplies, licenses and the outright purchasing of the master DVD's, without personnel, was approximately \$27,000 for the last two semesters. To lessen these costs an area that can be looked at is central hosting to possibly locate another place in order to pay less of a license fee.
- **Quality in distance education: FoE and FYE**
Foundations of Excellence and First Year Experience issues to include relationships, partnerships across the campuses, personnel, staffing, administrative and lack of a help desk support will blend into what we need and can be used as a lever to continue to move with positive information. The number one mantra is to develop a College wide help desk in some form or fashion.

Old Business

DE Course Proposals

The course proposals are in various stages. These proposals are for the 2009 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 the fall 2009 semester.

DE Course Development proposals submitted for fall 2009

- **HIS104 – Modern American History - (Online) – Michael Zartler, Grant Campus**
DE Committee passed this proposal with 10 votes pending on Lynn Liebert sending notification to chairs at East and Ammerman campuses.
- **ENG206 – The Short Story - (Online) – Maria Kranidis, Ammerman Campus**
DE Committee passed this proposal on 12/4/08 with 10 votes.
- **HIT238 – Directed Clinical Practice - (DE) – Diane Fabian, Sayville Center**
DE Committee is asking if Diane was trained to teach a DE course. A course outline has been requested.
- **MKT107 – Consumer Behavior - (Online) – Joseph DeFilippe, Grant Campus**
DE Committee is requesting that Dennis O'Doherty, Academic Chair, notify the other two academic chairs on the Ammerman and Eastern campuses of this DE course proposal by email. In addition, a fully signed proposal has been requested but not received by the Office of Instructional Technology to date.

DE Course Proposals (continued)

DE Course Assignment proposals submitted for fall 2009

- COL101 – Freshman Seminar – (Online) – Diane Dvorak, Ammerman Campus - DE Committee passed this proposal on 12/4/08 with 10 votes.
- CST101 – Introduction to Computing – (Online) – Gloria Diemer, Grant Campus DE Committee passed this proposal on 12/4/08 with 10 votes.
- ENG101 – Standard Freshman Composition - (Online) – Sarah Gutowski, Ammerman Campus - DE Committee passed this proposal on 12/4/08 with 10 votes.
- ENG101 – Standard Freshman Composition - (Online) – Wenxin Li, Ammerman Campus - DE Committee passed this proposal on 12/4/08 with 10 votes.
- ENG121 – Technical Writing (Online) – Mary Ryan Garcia, Ammerman Campus - DE Committee passed this proposal on 12/4/08 with 10 votes.
- MAT121 – Finite Mathematics - (Online) – Jerry Chen, Ammerman Campus DE Committee passed this proposal on 12/4/08 with 10 votes.

DE Committee voting on DE course proposals is complete. All members agreed to only vote on fully completed DE course proposals at future DE Committee meetings.

Campus Reports from Representatives – (Ammerman, Eastern, Grant)

- Steven Brodsky gave a report representing the English area of the Ammerman Campus.

A department policy is now in place giving protection for students in terms of purpose so that their grades are not displayed by email. There were a few faculty members who were teaching using other systems. The systems were old or email based without password protection. This was a violation of FERPA issue.

It is important to protect a faculty member's right to propose other course management systems for pedagogical things they can not do on the D2L course management system as long as it is password protected. For example, a faculty member is permitted to use other course management systems to implement course tools facilitated by textbook publishers since they are password protected and have a cohort relation to the student's course or used as an extended supplement to the course taught at the College.

Steven McIntosh stated that, "there is no existing College policy on courseware that can be used to exercise that right without respecting FERPA even though the contract permits it." He will also be making a recommendation to the legal council of the College since the Institution will be liable if anything happens in regards to the utilization of additional courseware in addition to using the Desire2Learn course management system.

Campus Reports from Representatives – (Ammerman, Eastern, Grant) (continued)

There is still some Faculty members who require their students post course work out on the open Web. This is an access, privacy and a surveillance problem. Steven Brodsky suggested that the DE Committee recommend a policy that the College will enforce student privacy and protection in regards to their course work and student course information that is posted on the Web. Steven McIntosh supported that this recommendation be made to enforce faculty to maintain student privacy in regards to course assignments and student course information that they request to be posted on the Web.

Cynthia Eaton will present a draft to support this policy recommendation requested by DE Committee at the next DE Committee meeting. After review by the DE Committee members it will be forwarded to Dr. Canniff for final approval.

- Dr. Stephen O’Sullivan gave a report representing the Ammerman Campus.

Dr. O’Sullivan met with the Senate Committee and gave them an update on current DE issues. The Senate Committee has accepted all DE issues presented at the current time.

- Cynthia Eaton gave a report representing the Eastern Campus

There are several adjunct and full time faculty who are questioning the DE course offering and staffing process to teach in a DE modality. In addition, the Academic Chairs are still not clear on how to offer a DE course by submitting completed DE course proposal forms, and the process of how to assign faculty to teach DE courses. All Academic Chairs college wide need further training in regards to the overall process of how faculty submit proposals to teach and how faculty are assigned to teach courses taught in a DE modality. Academic Chair training will also include the topic of how to conduct DE faculty course evaluations. Steven McIntosh will contact George Tvelia to set up this training during the spring 2009 semester.

Cynthia Eaton chairs the Academic Affairs Committee on the Eastern campus. The topic of honors courses being taught online was presented at their meeting. The Grant campus has set precedence by offering an honors course online. The course is in the Communication area called, “Theories of Persuasion.” The College does not have a College wide policy in place for honors courses to be taught in an online modality in the area of distance education.

- Dr. Steven Epstein gave a report representing the Grant Campus

Dr. Steven Epstein suggests that any course can be taught via any modality if a good instructor uses the modality well. Honors courses are designed to promote a community of scholars, critical thinking and good writing. A DE class does all of that. The honors program diploma criteria specifies no more than two online courses and honors recognition may not be more than one course.

Agenda Items

- Special Topics timelines resolution revision

The DE Committee agreed to move on this resolution. Upon Dr. Caniff's approval, the revised resolution will be circulated to the DE Committee.

- Blended/Hybrid timelines resolution revision

Cynthia Eaton distributed a copy of a draft for this resolution. The DE Committee will review the draft at the DE Committee meeting scheduled to meet in February 2009.

- Discussion of recent joint Curriculum, Academic Standards, and DE Committee Meeting

Steven McIntosh proceeded to discuss the main objective of the joint College Curriculum, Academic Standards and DE Committee meeting, that is, to build and maintain open communication between these college committees. This meeting was productive to the point that it clarified some things we have been hearing.

The DE Committee members are open to having a liaison relationship with College Curriculum Committee. The Academic Standards Committee does not see an issue with the DE Committee. Steven McIntosh said the issue is external to the DE Committee. This communication problem can be solved by making the materials such as meeting agendas, minutes and forms more readily and quickly available. Once the document imaging is in place we can expand the scope of DE Committee information in a centralized location on the DE web site and include a link to post the DE Course Proposal forms. As DE information becomes more accessible the perception issues may change, and not need a liaison or representative constructive environment.

- Revisions to Course Proposal/Development Forms

The DE Course Proposal/Development form needs revisions in the following areas:

- 1) Section no. 1, the Approval & Notification Signatures area.

Add the following statement along with a check box on form:

- Curriculum Committee has prior approved the course.

- 2) Section no. 2, the Approval & Notification Signatures area. Intra-Campus Department/Discipline Notification the word should be changed to must.

- Once your department has voted to approve or disapprove this course, your department chair/area supervisor must notify the chairs on the other two campuses. Attach a copy of the email or memo to the other chairs indicating that they've been notified.

Agenda Items (continued)

- Course Proposal/Assignment completed forms deadlines
When a faculty member submits their DE Course proposal/assignment forms, it is important for the academic chair to indicate what semester is intended to offer the course.

It is also important for budget purposes to include what semester a faculty member will be paid on a one time basis only for developing their course in a blended/hybrid, online, or telecourse modality.

- Procedures for addressing instructor changes in D2L
Steven McIntosh will discuss this topic in more detail at the next DE Committee meeting. Topic: If a faculty member assigned to an online course changes just before the course starts and its mounted online we have to remove content out of that CRN based course and insert other content in there for a new faculty member.
- Discussion of search parameters for online courses
Dr. Steven Epstein requested that an alternative method and location for an online course search be made available for easier access for students. A suggestion was presented to have a link accessible from SCCC's web home page. Dr. Epstein was advised to contact Gary Ris to discuss an alternative online course search method.
- LOR in D2L – Subcommittee of DEC or volunteers
Steven McIntosh proposed to have a subcommittee or requested if anyone would like to volunteer for the Learning Object Suppository in D2L online for a one day virtual training scheduled in January 2009. All interested members are requested to send Steven an email.

Steven McIntosh closed the meeting informing the DE Committee members that he will bring the revised DE Course Proposal forms for their review and approval to the next DE Committee meeting scheduled on Thursday, February 5, 2009.