

DE Committee
Thursday, February 12, 2009
Minutes

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

Guests: Paul Basileo attended in place of Jeanette Bravo, Elizabeth Baldwin

Members excused: Jeanette Bravo, Dr. Steven Epstein, JoAnn Gushue

Introductions

Steven McIntosh opened the meeting acknowledging all members, guests, and members excused in attendance.

Review of December 2008 minutes

The December 2008 minutes were emailed to all DE Committee members prior to today's meeting for their review and comments. All DE Committee members in attendance motioned to approve the minutes transcribed from the DE Committee meeting held on December 4, 2008.

Informational

- Spring 2009 online course enrollment

Steven McIntosh announced that as of February 10th, 2009 the online student enrollment count totaled 3,375. This total count of online student enrollment is fairly substantial during an add/drop period of a semester. In fall 2008 the total net enrollment increased at 128.67%. On February 3rd, 2009, the online student enrollment at SCCC reached its highest count of 3,429. This number exceeds high enrollment for a fall semester which was unusual for a spring semester. These totals indicate that the online student enrollment continues to grow.

- DE Web site information

Steven McIntosh displayed the additional information he entered on the DE web site. The latest information is presented for Faculty/Staff under D2L Information for Faculty in "Things to Know". This information is ongoing with current updates on D2L student/faculty issues and course information.

Additional DE information for Faculty/Staff under Distance Education Information is in a developing process. This link will provide easy access to the DE brochure, DEC minutes, DE course proposal forms uploaded under Index of Documents and more. Faculty/Staff will utilize the DE web site to find updated area information for assistance with web enablement and online course learning development through workshops that will be posted on these web pages. As soon as these links are robust enough with DEC materials, the information will be sent to the College Governance Council, Curriculum Committees and College wide Academic Standards Committee so they can link to them from their web sites.

Informational (continued)

- **Operational issues: Distance Learning Classrooms**

The DLC's still have some profound issues. The College has gone back to one of the Grant holders in New York State to see if we can have some of the monies readjusted to fund these on the premise that they would be part of our master communications component for disaster response. The logic of that is very prescient today so it is a good chance this will happen. If that is the case, we will be able to get these rooms performing the way they should again.

- **Communication with (new) students**

This is a huge issue all across the whole College right now. The Foundations of Excellence groups have identified where much of the flaws are occurring and are going to recommend some changes. There will be much opportunity with the new email system for "Microsoft Live" which will take place over the next month. It will include mailings of 30,000 post cards to students.

Also, the mechanics for online orientation for students is operational. A mandatory online orientation prerequisite is being developed to keep enrollment in the online courses. The Student Orientation link is now in the top header in D2L to enable students who are not yet enrolled in an online course to take the prerequisite. Students can access the D2L prerequisite from their student portal.

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

Stephen O'Sullivan, Ammerman campus asked the DE Committee members if they plan have room on this committee for an academic chair. The academic chair would sit on this committee eight times a year. The DE Committee members feel this is not necessary since there are too many diverse academic areas but this issue can be revisited at a future date.

James Frost, Eastern campus presented the topic of offering honors online courses at the Eastern campus. The Eastern campus would like to offer their first honors online course for the fall 2009 semester. The rationale is by offering an online English honors course would boost enrollment at the Eastern campus. Al Cofone is hesitant to offer honors courses online. His opinion is he is not convinced online courses have the same quality as classes held on campus. He has chosen not to set a college wide policy so it is up to the campuses to decide. The Eastern campus has decided to offer an online honors course.

Cynthia Eaton, Eastern campus presented the issue of faculty or academic chairs who submit multiple DE course proposals. The intent to negotiations was not supposed to mean ownership of a DE course. There are individual faculty members or academic chairs who submit multiple proposals at once or per semester. Technically faculty would have the DE course for two semesters and then the course is available to another faculty member who submitted a DE online course proposal to teach the course.

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

Steven McIntosh suggested that any decision or recommendation made into policy in this area will have to involve the Faculty Association, the Administration and the DE Committee. He is in support of recommending that the number of submitted DE course proposals each year be reviewed and written into DE policy. Cynthia Eaton will write a draft to present this policy to the DE Committee members.

On Friday, February 6, 2009, Cynthia Eaton and Steven McIntosh held an ABC's of DE workshop on the Eastern Campus for academic chairs and faculty. The attendance was good (about 23 attendees) and workshop was productive. Steven McIntosh congratulated Cynthia on a job well done.

New Business

DE Course Proposals

The course proposals are in various stages. These proposals are submitted for the 2009 academic year.

DE Course Development proposals submitted for summer 2009

- **ENG101 – Standard Freshman Composition - (Online) – Eastern Campus**
- **ENG102 – Introduction to Literature (Online) – Ammerman Campus**
- **ENG170 – Introduction to Journalism – (Online) – Ammerman Campus**
- **ENG201 – Advanced Expository Writing (Online) – Ammerman Campus**

All DE Course Development proposals listed above were submitted by Gerald O'Connor and denied at the department level and can not be considered by DE Committee.

DE Committee denied these DE course proposals unanimously on 02/12/09 with 8 votes.

DE Course Development proposals submitted for fall 2009

- **HIS104 – Modern American History - Michael Zartler, Grant Campus**
Lynn Liebert submitted notification to chairs at East and Ammerman campuses. DE Committee passed this proposal unanimously with 8 votes provided he completes the D2L Faculty training.
- **MKT107 – Consumer Behavior - (Online) – Joseph DeFilippe, Grant Campus**
The Office of Instructional Technology received the fully signed proposal and notification to the academic chairs on the Ammerman and Eastern campuses. DE Committee agreed to request an enhanced and revised course outline that is D2L specific. DE Committee opposed this proposal with 8 votes until the proper online course outline is submitted.

DE Course Development proposals submitted for fall 2009 (continued)

- **NUR103 – Dosage Calculations for Nurses - (Online) – Helen Wist, Ammerman Campus**
- **NUR103 – Dosage Calculations for Nurses – (Online) – Kathleen Burger, Grant Campus**

DE Committee requested that one faculty member submit a DE Course Assignment Form and that the language of “self pace” be taken out of the online course outline. DE Committee agreed to revisit this proposal on 02/12/09 with 8 votes.

DE Course Assignment proposals submitted for fall 2009

- **ENG207 – Mass Media – (Online) – Gerald O’Connor, Ammerman Campus**

DE Committee passed this proposal unanimously on 2/12/09 with 8 votes.

- **BUS117 – Business Communications – (Online) – Eastern Campus**
- **BUS201 – Management Principles and Practices - (Online) – Eastern Campus**

DE Committee agreed to approve one of the above course proposals to move forward based on Kathie Rogers’ personal choice. Kathie will need to resubmit a DE course proposal form for the course she does not choose for fall 2009.

DEC passed this decision on 02/12/09 with 8 votes.

The DE Committee members vote on DE course proposals is complete.

Agenda items

- **ABC’s of DE workshop**

Steven McIntosh asked Cynthia Eaton if she has anything to add other than what was mentioned earlier in the meeting. Cynthia said that the workshop went well. There were some good suggestions made for DEC to consider ways that we can clarify things for academic chairs and faculty members. Steven extended his appreciation again to Cynthia Eaton for all the work that she did for this workshop.

- **Revisions to Course Proposal/Course Assignment Forms**

DE Course Proposal Forms – Cynthia Eaton presented the updated information made on the DE Course Assignment Form and the DE Course Development Form for course offering proposals in 2010. Specific items on each form were noted and explained in detail to the DE Committee members.

DE Course Assignment form updates include:

- If the course you wish to teach isn’t already listed as a regular offering on your campus, you first need to adopt it through existing college governance procedures (except for special topics courses).
- Have you taught in this modality before?
- In what semester would you like to see this course offered?

Agenda items – DE Course Assignment form updates include: (continued)

- A section of 2008-2009 Contacts is noted to assist the academic chairs, campus executive deans and technology administrators with distributing this form.
- The DE Committee members discussed item 4 the course assignment proposal form due dates.
 - A suggestion was made that item four on Veteran DE faculty's should read as, "Veteran DE faculty's proposals must be submitted to reach DEC by...", to include dates specifically for Veteran DE faculty since they do not have to wait a year to submit a course assignment form.

DE Course Development form updates include:

- If you wish to develop and teach an entirely new course (one that isn't currently in the college catalog), you must first propose the new course through existing college governance procedures; this includes proposals for courses that you intend to be offered solely online.
- If the course you wish to teach isn't already listed as a regular offering on your campus, you first need to adopt it through existing college governance procedures (except for special topics courses).
- Written on form in bold lettering: **Please remember to attach a course outline revised for your desired modality to this form.**
- Approval & Notification Signatures page explains the line of signature process.

Steven McIntosh motioned to formally approve the changes made on both DE course proposal forms and the proposed Veteran DE faculty for submitting proposals in September and February for DE Course Assignment forms. The DE Committee members voted and unanimously approved all changes on both DE Course Assignment and DE Course Development forms with the recommended revisions.

- Modality change request for THR101 "Understanding Theatre"

Steven McIntosh asked the DE Committee members what their thoughts are on Charles Wittreich's proposal via email to convert THR101 – "Understanding Theatre" from a blended/hybrid modality to a fully online modality. The theatre department would like to offer this online course in the summer 2009 semester as an online course. DE Committee members suggested that Charles submit a DE course proposal for the fall 2009 semester. Steven McIntosh will inform Charles Wittreich that it will require a course proposal process based on the dates in place to change it from a blended/hybrid course to a fully online course. The recommendation of the DEC is that this proposal needs to follow the regular process.

- Online Course Observations

This was a good discussion item for the DE workshop.

Agenda items (continued)

- Telecourses as DE modality

Steven McIntosh asked the DE Committee for their advisement on Telecourse classes. Telecourses are clearly a modality headed towards the sunset. However, how we in administration feel about that versus the practicality of the courses being offered I think demands a conversation with the faculty who teach telecourses. Steven asked the DE Committee what they think since it could actually sunset as a modality and I think it would be important to include the faculty in that discussion. He continued to ask, “Do you have any recommendations as how I should do that? Nina Leonhardt suggested that Telecourse faculty should be given an opportunity to see what other resources are available online to convert their support materials to teach these classes. Beverly Broomell suggested a Telecourse faculty workshop would be good so that telecourse faculty could discuss and learn how to utilize other resources to teach their classes.

Upon completion of the above discussion, Steven McIntosh requested a motion to adjourn the meeting. All DE Committee members motioned to adjourn the meeting. The next DE Committee meeting is scheduled to meet on Thursday, March 5, 2009.