

DE Committee
Thursday, March 5, 2009
Minutes

Members in attendance: Steven McIntosh, Chair, Dr. Michael Boecherer, Steven Brodsky, Beverly Broomell, James Frost, JoAnn Gushue, Nina Leonhardt, Dr. Stephen O'Sullivan

Guests: Elizabeth Anne Baldwin, Jeanette Bravo, Marc Fellenz, Jason Kankel, Charles Wittreich

Members excused: Cynthia Eaton, Robin Hill, Dr. Steven Epstein

Introductions

Steven McIntosh introduced Marc Fellenz, as Ex-Officio DE Committee member as College Curriculum Committee Liaison. Marc's role at the College is Academic Chair; Associate Professor of Philosophy. He continued to introduce Charles Wittreich, College Director of Theatre, Assistant Professor of Theatre Arts; Academic Chair of Theatre Arts and Jason Kankel, Instructor of Theatre to the DE Committee members in attendance.

Review of February 2009 minutes

The February 2009 minutes were distributed during the meeting for review and comments. All DE Committee members in attendance motioned to approve the transcribed minutes from the DE Committee meeting held on Thursday, February 12, 2009.

Informational

Charles Wittreich and Jason Kankel presented their request to change the teaching delivery of the Automated Lighting and Stage Rigging Program (ALSR) in effort to increase enrollment. Jason displayed a video to visually describe the learning and job opportunities available in the Theatre Arts Program. He would like to send the video out to prospective adult students to market this area of discipline and to launch this new online learning approach for the Theatre Arts Program. Charles Wittreich confirmed that no additional equipment will be requested to run the program online.

The request to change the delivery will need to be approved by the College Curriculum and Governance Committees first before a new online direction can be established for the Theatre Arts Program.

In addition, the Theatre Arts department proposed to convert THR101 – "Understanding Theatre" from a blended/hybrid to a fully online course. As a blended/hybrid course offering, it gets little enrollment. In order to accommodate the adult student and increase its enrollment and save the program, the department would like to offer THR101 as a fully asynchronous course. Charles Wittreich asked the DE Committee if THR101 could be offered as an online course for summer 2009 semester or if possible for the fall 2009 semester.

James Frost would be inclined to support the online direction for the Theatre Arts Program and offer THR101 (Understanding Theatre) online this summer 2009 semester. The College made an extremely expensive investment in creating the Theatre Arts Program.

Informational (continued)

Jeanette Bravo is also in favor of running the THR101 course online for the summer or fall 09 semesters in order to save the Theatre Arts Program. Nina Leonhardt added that she is in support of making an exception to the time frame for submitting proposals rule for THR101 to run as an online course for fall 2009. This course is offered only in the fall and a student needs to take it before they can enroll in the course that only runs in the spring in order to be in this program. Since the program is threatened with low enrollment an exception should be made in this case.

Jeanette Bravo also stated that the College is in the process of assessing the adult learner program college-wide. By the end of May the College should have recommendations from CAEL that will describe how to promote the adult learner program. This report will provide the College with ideas to accommodate the adult learner and increase enrollment.

Steven McIntosh recommended that fully written proposals would be considered for approval at the April meeting because they would be in time for that but that the concept of this would go forward as a consensus of the group if we could do that. We could vote or make a recommendation but we could identify it as a pilot initiative essentially to try and assist the department that is trying to be creative in saving a program by making it a certificate and potentially an employment area for students. Steven McIntosh asked for a motion from the group and noted that the College Governance Council would need to be comfortable with this change.

Dr. Stephen O'Sullivan and Steven Brodsky requested a direct written statement from an administrator, preferably Executive Dean Connors to use as a specific request to support this exception to offer THR101 this summer or fall 09 semesters since the proposal was submitted after the due date.

Steven McIntosh stated, this matter was fully discussed at this meeting today as a group and will table this until the April meeting. Meantime we will ask the department to prepare everything particularly to meet the spring 2010 deadline in case they are not able to meet the criteria they need to launch the course online this fall. Steven asked if this is acceptable to the group. All agreed. Steven thanked everyone for their time to this matter.

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

No campus reports were presented at this meeting.

Agenda Items

- **College Curriculum Committee Liaisons**

Steven McIntosh offered the floor to Marc Fellenz to explain his attendance and the inner-relationship to DEC and his group and others at the College. Marc was asked to communicate three points on behalf of the College Curriculum Committee.

- First, the College Curriculum Committee would like the DEC to designate a liaison from DEC to attend a CCC meeting. The next meeting of the CCC will take place on March 19th, 2009, at 3:45 p.m. in the Alumni room.

Agenda Items (continued)

- Second, conversation and dialogue between these two committees concerns the issue of the reporting duties. When it becomes possible to take more than fifty percent of a curriculum in an online modality, the College is obligated to report it to Middle States. When it becomes possible to take a hundred percent of a curriculum online the College has to send a curriculum revision proposal to SUNY to have it approved. Marc is looking into whether this applies to an Associate Degree Program or Certificate Programs. Currently this reporting has not been taking place because no one has taken account to see which courses have had DEC approval and what the affects are on our existing programs. An online course list is currently being created by the Instructional Technology area. This list will assist the CCC to see if the fifty or hundred percent mark has been met. The current curriculums and programs in the catalogue need to be checked to see if any of the online courses approved have an affect on the programs for reporting or revision purposes.

- Third, the College Curriculum Committee is requesting the Distance Education Committee to post their information on the DEC website. Steven McIntosh stated that the DEC information will be posted on the website by the end of March, beginning of April 2009.

Marc Fellenz requested an online course listing for each campus. A draft of online courses offered at each campus at Suffolk County Community College from spring 2000 through spring 2009 was distributed at this meeting.

o Steven McIntosh requested that someone from the DE Committee volunteer to represent the DE Committee and attend the College Curriculum Committee meetings. He also offered to represent the DE Committee at the College Curriculum Committee. The CCC meets on the first and third Thursday each month. Marc Fellenz explained that Tina Good's vision is that there would be good communication amongst the College Curriculum Committee, Academic Standards and Distance Education Committee in the event that one committee does something unintentionally without knowledge ends up affecting the work of the other committees. To have this presence would bring it to the other committees' attention.

- **Online Course Observations in D2L**

Steven McIntosh will discuss online course observation in D2L at a future meeting when Cynthia Eaton is present.

- **Telecourses as DE modality**

Steven McIntosh stated that once there are other alternative mechanisms in place then it will be productive to discuss Telecourses.

- **Listings of DE courses**

Steven McIntosh would like to discuss the topic suggested by Dr. Steven Epstein in April or May that is to search for course types in a specific location on Banner.

New Business/Course Proposals

DE Course Assignment proposals submitted for fall 2009

- **ENG102H – Introduction to Literature – Honors – (Online) – Cynthia Eaton, Eastern Campus**

DE Committee passed this proposal on 3/5/09 with 8 votes.

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

Changes requested to revise wording of “self paced” and to make one DE Course proposal an assignment form since Kathleen Burger was also on the DE Course Development Form was made. DE Committee passed this proposal on 3/5/09 with 8 votes provided Helen Wist attends D2L new faculty training and submits DE Course Assignment form.

DE Course Development proposals submitted for fall 2009

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

Changes requested to revise wording of “self paced” and to make one DE Course proposal an assignment form since Kathleen Burger was also on the DE Course Development Form was made. DE Committee passed this proposal on 3/5/09 with 8 votes.

- **ACC126 – Governmental Accounting – (Online) – Kathie Rogers, Eastern Campus**

DE Committee passed this proposal on 3/5/09 with 8 votes.

Steven McIntosh asked the DE Committee members to email any agenda items that they would like placed on the agenda for next month’s meeting. He then asked the members to motion to end the meeting at this time. All DE Committee members motioned to adjourn the meeting. The next DE Committee meeting is scheduled to meet on Thursday, April 2, 2009.