

**DE Committee**  
**Thursday, April 2, 2009**  
**Minutes**

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

Guests: Elizabeth Anne Baldwin, Jeanette Bravo, Marc Fellenz

Members excused: Steven Brodsky, Cynthia Eaton, Dr. Steven Epstein

**Introductions**

Steven McIntosh started the DE Committee meeting requesting that everyone read the DE Committee minutes of March 5, 2009.

**Review of March 2009 minutes**

The March 2009 minutes were read, reviewed and commented on at today's DEC meeting. All DE Committee members in attendance motioned to approve the minutes from the DE Committee meeting held on Thursday, March 5<sup>th</sup>, 2009.

**Informational**

- College Curriculum Committee Meeting

Steven McIntosh announced that he appointed himself as a liaison to attend the College Curriculum Committee meetings. He was pleased to announce that he attended the prior CCC meeting and listened to Marc Fellenz give his report from the DE Committee meeting at this committee.

- DE Mentor Plan

Steven McIntosh is looking into funding for the DE Mentor Plan. This plan would utilize a total of 18 contact hours from 2009 to 2010. Steven McIntosh will confirm that there is veracity for this funding that will be built into the budget. Then he will release the plan. This assistance is definitely essential. His intention is to have good management. One mentor per campus would be a great benefit. The additional assistant is needed especially since the expansion of web enabled courses. Jeanette Bravo is concerned that the College will not recognize the value of DE Mentors.

**Liaison Report**

Marc Fellenz, College Curriculum Committee Liaison is scheduled to meet with Dr. Allen Jacobs, College Associate Dean for Assessments of Academic and Student Affairs to discuss the position of administrative responsibility for online course offerings as part of or as fully online curriculums at Suffolk County Community College in relation to New York State rules and regulations.

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

Jeanette Bravo, Ammerman Campus said faculty members are asking her when the schedule will be sent out for D2L Faculty training for summer 2009. Elizabeth Anne Baldwin is currently working on creating a D2L faculty training schedule for summer 2009 to train new online faculty and will distribute the information soon.

Dr. Michael Boecherer, Eastern campus presented information that there is Faculty at the Eastern Campus who are interested in holding an informational brainstorming meeting in terms of best practices. He suggested the meetings could be held as part of a workshop series that is currently held on Fridays by George Tvelia, Interim Executive Dean. The meetings could also be done as TLC workshops on each individual campus. JoAnn Gushue has looked into scheduling brain storming sessions for D2L faculty in the TLC on the Grant campus. She has reserved a place on the TLC room availability list for the fall 2009 semester.

A few suggestions were made by several DE Committee members on how to organize additional D2L brainstorming sessions for faculty at the College.

- James Frost suggested that the campus deans' could have a group meeting or have a blog for online faculty. The role of our Teaching and Learning Centers (TLC) in bringing out the pragmatic application of that vision for faculty is not being attended to at this College.
- James Frost also suggested that we could have an email distribution list on D2L.
- Dr. Stephen O'Sullivan suggested an ongoing online faculty group at each campus.
- Jeanette Bravo suggested a listserv through the faculty portal.
- Nina Leonhardt suggested a group be established in GOOGLE.
- Steven McIntosh suggested that a discussion group can be created for D2L faculty on the D2L test environment. This is one way we can do it because it exists. A link can be made to this environment. This is a viable way. A course exists in D2L in production that would have all of the faculty enrollments each semester.
- Robin Hill suggested that she could change the look on D2L in the development site so that it will be different with discrete enrollment access on a separate server environment that makes it work where the log in is not related to the production environment. The DE Committee liked this idea.

Steven McIntosh asked each member to send him their ideas on how to manage D2L discussion groups. A list of these ideas and ways that this can actually happen will be presented at the next DE Committee meeting. He will also ask for this topic to be an agenda item of intent to suggest that we are going to do this at the next College Computing Council meeting. The DE Committee will eventually have a discussion page on the portal with our own tab for Distance Education.

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

JoAnn Gushue, Grant campus presented information on a report she gave at the Assembly meeting regarding web enabled courses using D2L. She talked about how wonderful web enabled courses are and got a very big response from the faculty. They liked the idea of web enabling their courses. It is cost effective since it saves time and money. In addition, student's gain online course experience like signing in, establishing their email, working online, and emailing their coursework. After the pilot faculty were very excited. They asked questions like, "Is there any limit?" and "How do faculty get trained to teach a web enabled course?" Steven McIntosh stated, "There are no limitations since there is a license for 16,500 FTE's at this Institution. Regarding web enabled training in D2L for faculty, there is still a glitch that occurs in the transfer of course roster information from Banner through the portal to D2L. It should send over the course id and the instructor which is sent correctly on an intermittent basis. In the course of working out this glitch, Steven McIntosh suggested that in the absence of mentors right now faculty could encourage each other to build a list of peers to show other faculty how to use web enable as part of their course.

### **Agenda Items**

- **Training for D2L**

In addition to training new faculty, Elizabeth Anne Baldwin meets with trained online faculty, answers their questions by telephone, and answers their emails on a continuous basis. Also, she has made accommodations on a few occasions to conduct one-on-one online training for faculty members who have extenuating circumstances. Elizabeth Anne Baldwin and Allen Silver both train all new online faculty on separate campuses during the new D2L faculty online scheduled workshops.

### **Old Business**

- **Course needs of the Theatre Program**

Steven McIntosh gave an update on the course needs of the Theatre Program. The program is already a certificate program for Theatre Arts / Automated Lighting and Stage Rigging. It is already a traditional program for Theatre Arts/A.S. Degree. Charles Wittreich, Academic Chair of Theatre Arts is proposing to establish a fully online certificate program for Theatre Arts / Automated Lighting and Stage Rigging that requires a new certificate program from the New York State Education Department. A memo was written by William F. Connors, Jr., Ammerman Campus Executive Dean/Campus CEO extending his support to endorse the proposal. Charles Wittreich is discussing possible implications and opportunities of the proposal with Dr. Allen Jacobs, College Associate Dean for Assessments of Academic and Student Affairs.

Steven McIntosh requested a motion from the DE Committee members to accept the date recommendation to enable fast tracking of this set of courses since we have support from Executive Dean Connors. The DE Committee members passed the proposal with 6 votes to accept the concept of this with changing of dates to support this particular instance.

## New Business

Steven McIntosh informed the DE Committee of the new email system for students that works through Microsoft Live. About 5,000 students have activated an account there to date. Dr. Marvin Bright, chairs the Electronic Communications Committee and Steven McIntosh is a committee member. Its charge is to fast track the ability for this email system to do something as the first launch of a better communication system for all sorts of things including critical college business information. From pre registration through late registration it is important to make sure new students sign in to Microsoft Live. In the fall 2009 semester the primary communication will be accessed through email.

## Course Proposals

### DE Course Assignment proposals submitted for spring 2010

- **MKT101 – Marketing – (Online) – Helen Wittmann, Eastern Campus**  
DE Committee passed this proposal on 4/2/09 with 8 votes.

- **HIS101 – Western Civilization I – (Online) – Martha Kinney, Grant Campus**  
DE Committee passed this proposal on 4/2/09 with 8 votes.

- **BUS201 – Management Principles and Practices – (Online) – Kathie Rogers, Eastern Campus**

On 2/12/09 the DE Committee requested Kathie Rogers choose one DE Course Assignment Form since she submitted two forms for BUS117 and BUS201. Kathie chose BUS117 for fall 2009 semester and BUS201 for spring 2010. DE Committee passed these proposals on 3/5/09 with 8 votes.

### DE Course Assignment proposals submitted for fall 2009

- **BUS117 – Business Communications – (Online) – Kathie Rogers, Eastern Campus**

On 2/12/09 the DE Committee requested Kathie Rogers choose one DE Course Assignment Form since she submitted two forms for BUS117 and BUS201. Kathie chose BUS117 for fall 2009 semester and BUS201 for spring 2010. DE Committee passed these proposals on 3/5/09 with 8 votes.

### DE Course Development proposals submitted for fall 2009

- **MKT107 – Consumer Behavior – (Online) – Joseph DeFilippe, Grant Campus**  
DE Committee members requested a revised online course outline from Joseph DeFilippe before they could vote on his proposal. The Office of Instructional Technology received this revision in March 2009. The DE Committee reviewed the revised online course outline for MKT107 and passed this proposal on 4/2/09 with 8 votes.

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

Steven McIntosh made a motion to end the DE Committee meeting at this time. All DE Committee members seconded the motion to adjourn the meeting. The next DE Committee meeting is scheduled to meet on Thursday, May 7<sup>th</sup>, 2009.