

**DE Committee**  
**Thursday, September 18, 2008**  
**Minutes**

Members in attendance: Steven McIntosh, Chair, Dr. Michael Boecherer, Jeanette Bravo, Steven Brodsky, Beverly Broomell, Cynthia Eaton, Dr. Steven Epstein, JoAnn Gushue, Robin Hill, Nina Leonhardt, Dr. Stephen O'Sullivan, Guests: Elizabeth Anne Baldwin, Allen Silver

Steven McIntosh welcomed all the DE Committee members to our first meeting of the fall 2008 semester. He proceeded to hand out the DE Committee minutes from the prior meeting of May 1, 2008. The minutes were reviewed and approved by the DE Committee members. It is requested that a draft of the minutes be sent to DE Committee members prior to each meeting.

**Informational Items**

➤ Quality standards as applied to DE and online learning at SCCC

Steve has been charged through the executive council with bringing basically to fruition what would be considered a quality standards approach particularly for students of this College regarding Distance Education. This charge results from the accreditation visit from Middle States and recommendations that were made. There were no citations for the Distance Education Program which was fantastic. Many Institutions today don't rise to that level. This is a very good way to begin. This project is extremely large. It will require much cooperation with Dr. Bright of Student Affairs, and Registrars, with all their respective student services and student affairs units, so that there would be a way that students in distance education courses, online and blended in particular would have a way to get a hold of a human being if they can't resolve a problem electronically. Everyone on campus did a yeoman's job of trying to make the program work this semester. Huge amounts of referrals of students to different departments. Many students came in to the College to register for Fall 2008 courses. These issues resulted from the various things that could happen with enrollment and getting into the portal. This project is reported back to the executive council every couple of months. It has been delayed with everything going on with D2L. Certainly this Committee will play a role in that because those quality measurements and standards is something that will be Institutional objectives. This charge is a directive to Steve by the President. Steve asked Nina Leonhardt to confirm that this is exactly what the President has been looking for and she agreed. The pressure is on. It is important and critical to the Institution that we do this. In the beginning of October Steve will be giving it priority attention. It will be extremely productive to have these processes in place. The things that affect the launch of D2L and the portal would have been greatly emoliated if we had these processes in place now.

Steve explained, "Quality standards as in to demonstrate how that can actually happen." Such as contacts within the various departments and units, what would be the framework and the methodology that would be applied that the students would actually be able to get personable services for their particular needs. The whole carry in is quality and logistics of it. Nina included that students would have to be able to demonstrate

learning to show that they can apply what they learned. This is a form of assessment. We will need interdependency amongst the different programs and services to make this happen.

➤ Information and communication plans

The idea here in terms of Steve's perspective and approach is that there would be a College-wide uniform application of the same information. Example: The roll out of D2L information was implemented on a postcard and tri-fold document that listed consistent and accurate information to assist students with minimal information. The information showed how to use the portal, gain access, and log-in. There were difficulties in bringing this to fruition because of the delays that were associated with technical needs to bring forward that information. There was also a delay due to information requested by the Central Business Office in mailing the postcards to students even though the information for all DE modalities was condensed onto one postcard instead of one postcard for each modality. For faculty the idea is to be able to use the new distance education web site materials. The DE information on the web site is in the process of being updated, but there are some problems with uploading the information on it. Steve has requested that the old information be archived since some of the old information is still useful. He needs to meet with several people to update all the DE information on the web site because the information is owned by other people who maintain the four different locations on our servers.

The DE Committee members agree that the DE web site should have consistency with uniformed material. It is also important that students and faculty are able to locate DE information from one location. In addition, it is agreed that mailing out information to new students is important. Since outside mailing is not encouraged at SCCC, this is a difficult task. Steven Epstein suggests that students give their email addresses upon registering so the new distance education information can be sent to them electronically. Student email is located on their portals but they don't always use it. Information at the point of registration will be given to students who enroll for courses at SCCC. Steven Brodsky also suggests that a set of terms be presented in an electronic form as an automatic agreement made by the student who registers online for a distance education course. Stephen O'Sullivan is requesting both email and mail. Steve McIntosh agrees that both email and U.S. postal mail should be done especially for the first time student who registers for a distance education course.

The DEC information can be on a public site or should it be on a faculty/staff site. The only stipulation is that it needs to be on the College server. Red dot is recommended to be utilized to create the web site. All Faculty members should have a web site they can go to for DE information. It is suggested to separate faculty information from student information on the DE web site. A link on the faculty portal could provide this action.

➤ Learning Objects Repository in D2L

It is in the contract for this year. We do have an item for the learning objects repository in D2L. The problem is that no one on the Instructional Technology staff has been trained in that piece. There is a lot that can be done with this tool. Steve is proposing a sub committee be made for the purpose of what the repository tool could look like and what it would be used for in terms of our own D2L environment. There is a Striving for Excellence mini grant from the Suffolk Foundation. Steven Epstein suggests the DE Committee capture a piece of this grant and invite people to populate learning objects that can be used across campus and disciplines that would help pay for their time over the summer. Also, Steve noted that if SUNY maintains their contract with MERLOT faculty can click on the links from their site.

In addition, the library is interested in having electronic reserves. Kevin McCoy is interested in giving a modality using two passwords that would protect the materials themselves. Steve worked on a project with Schenectady Community College where they eliminated their hanging reserves except for monographs by putting them in ANGEL. It was very successful. The library would own it. Two passwords would be used to protect the material. One password would be the sign on for the course management system and one would be the password to protect the materials. The database driven expense for the libraries is paid for a database access for a full text article. A proxy server monitors the number of times its accessed by students. This is another way faculty can be proactive with their students.

➤ Web-enhanced pilot in D2L

As our contract permits because of the number of FTE's that are potentially in it for this year alone, web enhancement in D2L should happen as soon as possible. The only thing that will prevent that or slow it down is going to be how we are able to do that through our alliance with computer services. The only thing we are waiting for is the Tennessee Model. It is the real time integration capability between Banner and the D2L product. Apparently this is almost ready for prime time. The entire Tennessee system which is using D2L at the higher education and secondary level is engaged in being able to have this real time integration so the scripts are being written for it and they should actually be ready for release very soon to other institutions. What this will mean is that when a student registers in Banner as soon as that transaction takes place it will go through and end up on the D2L class list which also will be the user created in Banner. Every time a student adds and drops they will automatically be dropped in the D2L instance as well. This is rather critical for scaling. Currently it can not be done through the batch file with the available programming time through the computer department. A question was raised pertaining to "how does this come into place for face to face courses?"

The current plan that we hope to run with beginning in early October is to have a modularized approach to training. There will be six modules for faculty who have never taught online before for approximately two hours a piece. The modules will cover pedagogy in the beginning, examples of an online course, and examples of how you would construct an online course and how it works. Anne and Allen will be primarily

responsible for training Faculty. The modules will be very similar to the modular approach that was used earlier this year with the two day trainings. They will have more pedagogy instead of going from one module to another. Then there will be a basic orientation to D2L which will be separate from that. It will enable faculty to build either skills or to be able to inquire skills enough to be able to run a web enabled course section. We will have a training program in place this October for faculty to have a basic orientation in D2L. There will be pilots of about 50 sections to create courses to web enable their courses. This will only happen if the LDI integration occurs. Otherwise the batch file process must change. With the Tennessee model in place, Steven Epstein suggested modules like broadcast email out of D2L for a web enhanced class. Another pilot, Web enhanced class in online quizzing module.

A master section approach in terms of all the students to have access to one set of materials and be in a master section does not exist on Banner. Courses have a discrete section for face to face sections and it contributes to Banner. The Banner record is the record of enrollment. This is scaled by having the Banner enrollment and the Banner instructor listing. Nina just achieved this by having herself listed in the same course as the instructors. "How do we account for that outside of Banner?" The online course environment, "how is it now a discrete section." We need to find out how courses and sections are constituted in Banner. "Is it Banner or D2L? Is there a new numbering section for online and blended/hybrid courses?" We should form a subcommittee with Academic Chairs to assist with student complaints. These questions can be agenda items for another meeting.

### **Old Business**

It was very apparent from the May meeting that almost everything happened that needed to happen. There were some issues with the voting that went on. It was very clear from the voting although there was not quite a quorum on the voting that everybody was in favor of the DE course preparation resolution, special topics proposal resolution and the elimination of the one time taught face to face before online. It was very clear that the May Committee constitution was to move those forward. Steve McIntosh has no opposition on these proposals and he would like to move them forward. The policy for a DE course proposal for a special topics course will change and will not require a one year notice. Also, the policy that says you have to have your class ready one hundred percent three weeks prior to semester start is true for new faculty. For returning faculty DE course contents will be ready one week in advance. The policy that says you have to teach a class on campus at least once before you will be able to teach it online has not been voted on.

Stephen O'Sullivan the governance council and the senate are concerned about some policies that come out of this Committee that impact governance. This concern is not placated simply by having governance representation on this Committee because we don't know exactly who will be on this Committee going forward. The committee member is selected by governance but governance is concerned there might be some things that slip through that don't get picked up by the discerning eye. There needs to be some structural relationship between this body and governance in such a way that

policies that might come under the rubric of governance should at least come before the eyes of that body to protect the domain of faculty governance of any changes that might become potential conflict with such policies.

The DE Committee has members from Congress, Governance Committee, Senate and Faculty Association. These DE Committee members take the suggestions back to their groups that the DE Committee proposes for policy changes and resolutions to make sure no violations are being made to the College.

Cynthia gave an example of a violation the DE Committee was making in the wording on the DE Course Proposal Forms. The DE Committee revised the form to coincide with the Faculty Association policies.

In addition, Steve Brodsky is concerned that we don't have DE Committees in all departments at the College. There are concerns on procedures with distance education committees and departments on how they look at proposals and what they do with proposals and what their relationship to this body is and what are their relationships to the departments that have DE Committees and departments that don't have DE Committees.

Steve McIntosh suggests that the concerns aren't just formal resolutions on policies it was that the information has been hard to get to which is why other committees are concerned about policies and resolutions suggested by our committee. The Congress, Governance Committee, Senate and Faculty Association need to know what the DE Committee is doing and being able to locate its resolutions, proposals, agendas and minutes seems to be their primary concern. Steve McIntosh asked the DE Committee, "should we present the information and see if this settles other committees concerns and then revisit it?" We will try and keep the current information available and see if that works knowing that these other constituent groups authority within the Institution have concerns that we need to be aware of and cooperate with them. Cooperation is very important.

The DE Committee is currently working on the DE web site to make it possible for easy access for staff, faculty and committees regarding information, policies and forms for distance education. Steve will compile information on this topic and address this at our next meeting.

### **Policies**

There is a concern that the old policy can not be found regarding teaching a class face to face first before teaching a course online. Steve would like to move all three of these items forward in a group. The resolution on the DE Course Preparation, the resolution on the DE Special Topics and also the language that was in the form of a resolution for eliminating the one time requirement to have taught it face to face before it could be taught online. The electronic vote was missing a quorum. There is at least one vote missing from a quorum and that is why Steve asked the DE Committee to vote on the policies at this meeting. The DE Committee voted, "All in favor" except for one

member who did not attend the May 1<sup>st</sup> meeting where it was motioned by the DE Committee members to vote on these policies online. The DE Committee vote at this meeting is 10 approved, 1 abstained since the DE Committee member did not attend the May 08 meeting. Steve McIntosh will make sure Dr. Canniff receives these policies next week and then we will move forward. Steve believes the proposed policies are very reasonable and he totally supports them.

### **DE Course Proposals**

The course proposals are in various stages. These proposals are for the 2008/09 academic year, but are essentially from the 2007/08 academic year. The proposals need to be approved so the new online faculty can attend D2L training this Fall 08 to teach their proposed DE courses in Spring 2009.

Steve motioned to review at least the faculty members with the proposals here that can be identified as being new to online we can discuss an action so that we can make sure they are on the contact hour listing for this year.

### **DE Course Assignment Proposals submitted for spring 2009**

#### EG11 (Online) - Amber Bryant, Eastern Campus

DE Committee vote passed this proposal unanimously.

#### CST101 (Online) - Paul Basileo, Ammerman Campus

DE Committee vote passed this proposal unanimously.

#### COL101 (OS15) – (Online) - Lorianne Leuders, Ammerman Campus

DE Committee vote passed this proposal unanimously.

#### EG35 (Online) - Leanne Warshauer, Ammerman Campus

DE approved pending the receipt of signatures. Jeanette Bravo will follow up on this request.

#### EG (Online) - Gerry O’Connor, Eastern Campus/Ammerman Campus

Cynthia will meet with Gerry on September 30 and get back to Jeanette with what course he is proposing to teach online.

#### COM102 (Bended/Hybrid) - Karen Wolf, Eastern Campus

Karen submitted blended/hybrid dates for this course.  
Proposal is ready for DEC vote at next meeting.

#### COL105 (OS20) (Blended/Hybrid) or (Online) Gwen Branch, online or blended/hybrid

Cynthia is checking into which modality Gwen will teach this course.

#### COL101 (OS15) – (Online) – Gwen Branch, Eastern Campus

Cynthia is checking into which modality Gwen will teach this course.

#### COM202 (Blended/Hybrid) - Sofia Panchaud, Eastern Campus -

Received dates – Ready for DEC vote.

**DE Course Development proposals submitted for spring 2009**

GY16 – Online -William Shumaker, Grant Campus

Distributed revised course outline at this meeting.

Proposal is ready for DEC vote.

AC70 – (Online) - Diane Hinton, Ammerman Campus

Distributed revised course outline at this meeting. DE Committee vote passed this proposal unanimously.

TH42 – (Online) - Steven Green – Ammerman Campus

Technology Administrator Signature needed and requires chair notification.

Cynthia will send Susan the email regarding chair notification from Jeanette Bravo.

HIT119 – (Online) Diane Fabian – Sayville Center

Distributed course outline at this meeting. Ready for DEC vote.

NR10/30 – (Blended/Hybrid) - Susan McCabe, Ammerman Campus

Distributed course outline at this meeting. Ready for DEC vote.

CO46 – (Blended/Hybrid) - Phoebe Smith, Eastern Campus

Distributed course outline at this meeting. Ready for DEC vote.

**DE Course Development proposals submitted for spring 2009**

BIO10 – (Blended/Hybrid) - Cheryl Blando-Coscia, Grant Campus

Distributed course outline at this meeting. Ready for DEC vote.

- James Frost submitted a completed proposal for Cheryl Blando-Coscia and John Millett.

The DE Committee would like to discuss a revision for the DE Course Assignment Form to include a request for a course syllabus. This reasoning is so the faculty and the DE Committee understand the modality and online teaching method.

Jeanette is concerned of the competition that can be created among campuses by offering to many BA, EG or CS courses online. Jeanette suggests that the DE Committee should look at, “What is the impact of this course traditionally and college wide?” Also, the online courses aren’t populating as much and as quickly as they use to since there are more sections being offered. JoAnn suggests we still offer several sections according to enrollment and work out the seniority issue later of the assigned faculty.

Stephen O’Sullivan asked, “How much of a program can be offered online, before it needs to be approved as an online program from SUNY?” This is a governance committee issue to keep an overview of this situation.

Steve McIntosh explains that SUNY says yes or no and the State Education Department says whether the College can offer a course online or not. There has always

been a mind set within the education community that if you offer online degrees you are cutting into your campus populations.

James Frost suggests that a department College wide get together and present to Allen Jacobs a degree program so he can go over it and see if it cuts muster and then he could bring it forward to SUNY and the State Education Department. The College departments need to be notified of this process to implement a fully online degree program.

### **D2L Implementation Update**

Steve McIntosh explains that D2L does not have captured inside the frame of the email on their forwarded emails that its only that you can not reply to it. This is a problem. Training and email capability is needed. Steven Epstein motioned to enable emailing forwarding on D2L for students and faculty and provide appropriate information about what's available and what's not available in and outside D2L. We do this by sending an email to all faculty members to redistribute to their students. There was a second request to this motion. (10 for, 1 against, 2 abstentions) This needs to be done at the organizational level for the students. This information can be put on the top.

Steve McIntosh stated, "Contractually we are supposed to have discussions on the course management system. The DE Committee is responsible to make sure that it performs."

Jeanette suggested having discussions for faculty and D2L. Steve McIntosh responded, "The idea of having a forum that would be available for the discussion about the D2L features and utilities is desirable in that it would be about pedagogical implications and its uses of those and their needs, but would not be a political sort of soap box type environment." Keep in mind that the Blog is currently at the organization level and can not be done currently at the course level which is why you have to use a discussion board at the course level to get a Blog. This is a fundamental of the software.

The BANNER log in popup screen every 15 minutes is an irritant. Steve McIntosh already notified the College Computing Center about this problem. These are the types of things that are being looked at during the implementation stage.

At the end of the meeting, Cynthia distributed copies of a revised current DE contract language from 2005 – 2011.

Steve McIntosh motioned to end the meeting. The DE Committee extended their welcome to Steve and mentioned that they enjoy dealing with him on telephone and on email. The next DE Committee meeting will meet on Thursday, October 2, 2008.