



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

November 9, 2015

Room 801

3 p.m. – 4 p.m.

ATTENDANCE	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.
1. Review of Minutes (10/26/15)	<p>Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Mary Gumlia (COUN); Sarah Nordin (AT&B); Lindsay Padilla (SBS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Keydron Guinn (Dean of SBS); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib)</p> <p>Adoption of October 26, 2015 Meeting Minutes: Motion to approve – Sarah; Seconded – Barbara; Passed – unanimously.</p>
2. DE Budget Proposal	<p>Report on meeting with VPAA Minor on DE Budget Proposal. Dale said the DE Budget will fall under the Academic Affairs Office. DE will be assigned a budget code, and Leslie Minor will submit budget items to be considered for approval.</p> <p>Dale said he and Leslie Minor discussed the DE Coordinator and an Instructional Designer position. Dale said Leslie Minor is open to the idea of 30 percent release time for a faculty position as Instructional Designer. Dale reiterated that he would like to work with a new DE Coordinator in the Spring 2016 semester to assist with his/her training. He said the DE Coordinator does not have to necessarily chair the DE Committee. These two positions are two separate positions.</p> <p>Sarah suggested that Dale update the DE Coordinator job description as it has probably changed over the past five years. Dale said he would gather job description information for the DE Coordinator position and</p>

present it to the committee. He said the committee will begin working on a job description for an Instructional Designer. Upon conclusion, the data will be presented to Leslie Minor.

3. Course Shell Reviews (Faculty only)

New Course Proposals:

CJ 011 (KK)

Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status.

Committee members accepted the recommendation for the shell reviewed and listed above.

SOCS 053B (BH)

DE faculty members proceeded to discuss course concerns. Upon completion of discussions, DE Coordinator Dale Crandall-Bear asked for a motion to approve or disapprove SOCS 053B.

Motion to disapprove – Sarah; Seconded – Lauren

Dale called for a vote to deny course approval.

VOTE: MOTION TO DENY SOCS 053B (BH) COURSE APPROVAL

Isabel Anderson	YES
Elizabeth Freed	YES
Mary Gumlia	YES
Sarah Nordin	YES
Lindsay Padilla	YES
Robin Sytsma	YES
Lauren Taylor-Hill	YES
Barbara Villatoro	YES

(0) NO (8) YES (0) ABS MOTION PASSED

Dale will communicate this decision to the school Dean.

NURS 064 (GB)

Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status.

SOC 040 (LP)

SOCS 022 (LP)

Faculty members who reviewed the shells listed above recommended the course be approved with a Final status.

Committee members accepted the recommendation for the shells reviewed and listed above.

OT 059 (JL)

The shell listed above is deferred to the November 23 meeting.

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for November 23 in Room 801 from 2:30 p.m. – 4:00 p.m.