Distance Learning Committee

October 6, 2015 Meeting Minutes

Attendance: Carol Berger, Russell Kahn, Jennifer Klimek-Yingling, Zhanjie Li, Steven Perta, Shannon Pritting, Michael Reale, Donna Silsbee, Elizabeth Tolman, Kevin Volo

The meeting was called to order at 12.34 p.m.

Donna Silsbee welcomed Michael Reale as a new committee member. The Faculty representatives for this year are:

- College of Arts and Sciences: Katherine Evans, Russell Kahn
- College of Engineering: Zhanjie Lee, Michael Reale
- College of Health Sciences and Management: Jennifer Klimek-Yingling, vacant position in Business Management. Donna is trying to find a business representative.

Review of Minutes of April 7, 2015 Meeting

The minutes were adopted as distributed. The Chair reported that the text book/supplemental materials issue had been forwarded to the Academic Affairs Committee.

Director of Distance Learning Search

Several members of the Committee (Russell Kahn, Jennifer Klimek-Yingling, and Shannon Pritting) will serve on the Search Committee. Carol Berger was originally appointed to the Search Committee but she will be retiring so she will not be able to serve on the Committee.   The Distance Learning Committee recommended Carol be replaced with another Information Technology Services representative. The Director of Distance Learning position was posted by Human Resources on October 6, 2015.

Distance Learning Policy Draft 2.0

The following recommendations were made:

- Add definition of a hybrid course.
- Add accessibility for students with disabilities
- Donna will check with Dr. Geer's office regarding the institutional business contingency plan.
- Add a honorarium paid to an instructor for use of his/her course when the instructor becomes unavailable to teach a scheduled course.
- Use more generic language about the system to be used to evaluate the overall distance learning program at SUNY Poly. State the system will be selected by the Director of Distance Learning in collaboration with the Distance Learning Committee
- Under exam proctoring, use the language: proctoring technologies.
- Add a section on student ownership of intellectual property.

The Committee also endorsed the use of ProctorU as a proctoring technology starting with courses offered this semester. Many of our online students are having difficulty finding a SUNY proctoring site

close to them. Also, many of the SUNY proctoring site fees are higher than those charged by ProctorU. The students are paying the fees for proctors. Donna will send our recommendation to Dr. Durgin.

Kevin Volo announced we were able to extend the date for access to Angel courses until January 31, 2016. This will allow instructors to view courses in Angel before courses are developed for the Spring 2016 semester. Kevin will send an announcement to the Faculty.

In response to a question about system timeout from the Health Sciences Faculty, Carol Berger explained that some of the issues with Blackboard are determined by Blackboard and not by OPEN SUNY or by the SUNY Poly Information Technology Services Department. She will check about the system timeout and get back to the Committee.

The meeting adjourned at 1:50 p.m.

Donna Silsbee, Chai