

Amended & Approved December 2, 2014

Distance Learning Committee

November 4, 2014 Meeting Minutes

Attendance: Carol Berger, Ronny Bull, Russell Kahn, Zhanjie Li, Naren Peddibhotla, Steven Schneider, Donna Silsbee, William Thistleton, Kevin Volo

The meeting was called to order at 12:35 p.m.

Donna Silsbee welcomed Steven Schneider as an Ex officio member of the committee as a result of his appointment as Coordinator of Emerging Educational Collaborations. Steven explained his current duties include working on the general education courses needed by students on the Albany campus. Some courses may be offered by distance learning and some courses may be offered by lecturers hired to work on the Albany campus. Steve has another committee obligation at this time but he will attend the Distance Learning Committee on occasion.

Review of the Minutes of the October Meeting

The minutes were approved as distributed.

Proposed Faculty Assembly Bylaws Amendment

The Committee approved the proposed bylaws amendment to change the name of the Committee. The amendment will be presented as a resolution at the next Faculty Assembly Committee. The resolution introduces the amendment so it may be voted on at a later meeting of the Assembly.

Angel to Blackboard Migration

Kevin reported about 35 faculty members attended the migration training sessions. There are about 200 faculty members who will need the training. Kevin continues to offer the training sessions. Actual course migration will begin in December.

Proposed Distance Learning Classroom

Steven Schneider presented a floorplan to the Committee on the proposed Distance Learning Classroom to be included in the renovations to the "A" wing of the first floor of the Kunsela Building. The combined wisdom of the Committee was that the Distance Learning Classroom proposed for this wing is not needed. The Committee was concerned that the technology planned for the room would become quickly outdated and it would not be an effective use of our resources. In addition, one small distance learning classroom does not meet our needs at this time. We anticipate the need to provide a number of online general education courses to the students on the SUNY Poly Albany campus. These courses may be synchronous or asynchronous.

Instead the Committee recommends the outfitting of several other classrooms with the cameras and microphones needed to capture lectures, transmit them in real time, and record them for future reference. This is currently taking place in some of the Computer Science courses. In addition, SUNY Poly currently has a limited number of licenses (10) for use of the Ensemble software which will be piloted in the Spring 2015 semester. Additional licenses may be obtained if the pilot test goes

Amended & Approved December 2, 2014

well. Ensemble works well with Blackboard Learn so instructors can upload their lectures directly to Blackboard Learn.

With the permission of the Provost, the Distance Learning Committee would like to send a representative to the meeting on November 12 to discuss the Committee's recommendation. The Committee was somewhat distressed these plans were being made without formal input from the Faculty Assembly.

The Chair will forward the Committee's recommendations and the request to attend the meeting to the Provost.

SUNY Fact Representative Committee Report

Russ Kahn reported that FACT² is a SUNY-wide organization. Its objectives are to:

- Improve the learning environment and expertise of faculty and instructional support staff.
- Enhance the teaching and learning process through the use of technology.
- Increase networking, collaboration and sharing of best practices.
- Advocate for appropriately equipped and designed learning spaces.

Source: <http://www.fact.suny.edu/index.html>

FACT² organizes the Conference on Instruction and Technologies (CIT) which takes place each year on a SUNY campus. Russ encouraged the members to attend CIT which usually has a very good program with very knowledgeable speakers.

Distance Learning Coordinator

The Faculty Assembly charged the Distance Learning Committee with the ongoing efforts to secure a Distance Learning Coordinator. The Provost asked for a copy of the job description from last year. Donna Silsbee will send the job description to the Provost.

Compliance Overview

Carol Berger shared a Power Point presentation by Deborah L. Moeckel, Ph.D. which was titled: **HEOA: what is it and why should I care?** The presentation was given at the October 2014 meeting of the SUNY Chief Academic Officers. HEOA is the acronym for the Higher Education Opportunity Act which is a federal law that was last reauthorized in 2008. It is currently up for reauthorization again. One of the fairly recent requirements is that textbook information must be on the course registration schedule so students have advance notice of those requirements. Naren stated we are out of compliance with this requirement. However, there is a way for the Faculty to provide this information in Banner:

1. Login to Banner
2. Go to Faculty Services
3. Set the term for the course
4. Click on Faculty Detail Schedule
5. Click on the blue course title.
6. Click on *Add* on the Syllabus line.
7. Enter the textbook information in the required materials section.

Amended & Approved December 2, 2014

8. Submit the change.

There was not enough time to discuss the rest of the presentation.

Technology Committee Response to Middle States Self Study Question

The Technology Committee response to the Middle States Self Study Questions was distributed to the Committee members. There was not enough time to discuss the report.

The meeting was adjourned at 1:50 p.m.

Donna Silsbee, Chair