

Distance Learning Committee

November 3, 2015 Meeting Minutes

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

The meeting was called to order at 12.36 p.m.

Donna Silsbee welcomed Naren Peddibhotla as a returning committee member from Business Management.

Review of Minutes of October 6, 2015 Meeting

The minutes were approved as distributed.

Director of Distance Learning Search

Shannon Pritting is Chairing the Search Committee and he is an Ex Officio member of the Distance Learning Committee. Russ Kahn and Jennifer Klimek-Yingling are members of both the Distance Learning Committee and the Search Committee. They all reported the search is going well. There are 22 applicants and Jennifer said many of them appear to be well qualified for the position. Carol Berger had posted the opening on the SUNY Directors of Distance Learning (DOODLE) list so some of the applicants are from other SUNY units. Shannon said we have authorization to hire as soon as we identify the best candidate. Phone interviews will be taking place soon.

Blackboard Time-Out

Carol Berger had reported to the Committee via email that the time-out is three hours. Kevin recommended that documents be composed in Word and then inserted in Blackboard. This will prevent work from being lost.

ProctorU

The Committee's endorsement of ProctorU was sent to Dr. Durgin in October. The Provost's Office reported it had not received the contract to sign. Donna will follow up with Louise Dean-Kelly who contacted ProctorU on behalf of the nursing programs. Louise had the contract but it is not known where she sent it.

Distance Learning Policy Draft 3.0

The following recommendations were made:

- Delete all URLs. Identify documents by title only.
- Delete all references to Faculty Senate and Student Senate Resolutions regarding affordable textbooks.
- Add a preamble (use wording suggested by Naren)
- Use Open SUNY definitions for types of courses

- Business Continuity Planning: state it is the responsibility of the host provider to do this task for the learning management system. When instructors are suddenly unavailable, the institutional policies and procedures will apply.
- Instructors are responsible for submitting textbook, supplemental materials, hardware, and connectivity needs for their courses prior to advance registration. The institutional policy for submitting this information will apply.
- Change the responsibility for instructor training to the Director of Distance Learning and the leader of the academic unit.
- Add a signature document.

Donna said Naren had submitted a list of suggestions that morning but she had not yet had time to go through them. She will include them in version 4 of the draft policy.

Carol Berger's retirement

Carol informed the Committee that she would no longer be attending the meetings due to her upcoming retirement. The Committee thanked Carol for her service.

The meeting adjourned at 1:50 p.m.

Donna Silsbee, Chai