

Distance Learning Advisory Committee  
Minutes of Meeting – October 28, 2008  
2:00 – 3:45 pm

**Members Present:**

Karen Allen, Anthony Basilio, Kathy Beauchene, Sara Cichon, Dan Donovan, Alan Gousie, Gene Grande, Norm Grant, Carol Mancinelli, Leigh Martin, Sandra Megerdichian, Maureen McGarry, Jaime Nash, Donald Paquet, Beverly Pepe, William Pellicio, Teresa Squizzero, Martha Vigneault, JoAnn Warren and Robyn Younkin

**Special Guest:** VP Lela Morgan

**Welcoming Remarks:**

Co-Chair Warren welcomed returning and new members and introduced Dan Donovan, DL Coordinator and Co-Chair of the Committee.

**VP Lela Morgan** indicated that the Distance Learning Advisory Committee (DLAC) will become a standing committee and re-charged the committee with taking on an Advisory and support role for the DL Coordinator and the College Administration.

Specifically, VP Morgan charged the committee to investigate and recommend strategies to:

- Grow the number of DL course offerings
  - Increase participation in DL (academic departments and faculty)
  - Increase the use of “hybrid” courses (face-to-face with DL options)
  - Increase the number of summer offerings
- Increase an understanding of Distance Learning Pedagogy
  - Ensuring all new DL faculty are trained, and
  - Creating opportunities for existing DL faculty to refresh
- Ensure Quality in DL offerings
  - Incorporate best practices
  - Provide training opportunities
  - Expand “mentoring” opportunities within academic departments
- Increase the use of Video Conferencing
  - In-house meetings
  - Reaching more students on multiple sites

In addition, VP Morgan asked that the committee provide:

- Written reports (semester basis)
- Maintain a record of activities (via website)
- Review existing policies related to DL on an annual basis
- Recommend changes as warranted

**Three Policies pertaining to DL at CCRI** - Dan Donovan provided an overview of the Intellectual Property Policy, Copyright Policies and the Distance Learning Policy Manual.

- Intellectual Property – the Work for Hire clause of the policy was highlighted.

- CCRI Faculty members who develop materials for online courses own the materials. The exception must be clearly declared.
- Materials sent to the Curriculum Review Committee (course content, course descriptions etc) would belong to the College.
- Copyright Policies – Of particular note is the TEACH Act of 2002. Distance Learning faculty should:
  - Post a notice to students about copyright infringement within their course pages (Home page)
  - Shut off self-registration after the add/drop period
  - Use streaming video for video and audio files
- Distance Learning Policy
  - Based on the initial recommendations of the DLAC
  - Revised by President's Council
  - Reviewed annually

**Formation of Sub-Committees** - Dan Donovan introduced the need to establish committees to address the pending issues/items

- Training Subcommittee – identify topics for monthly and semi-annual training sessions, recruit “facilitators” conduct and evaluate training
  - Members: Kathy Beauchene, Anthony Basilico, Gene Grande, Norm Grant and Bill Pellicio
- Software Subcommittee – identify and review potential software to increase teaching effectiveness in DL
  - Members: Marla Wallace, Don Paquette and Leigh Martin
- Evaluation & Survey Subcommittee – construct post course evaluation and surveys for DL
  - Members: Alan Gousie, Susan Sienkiewicz, Sandra Megerdichian, Jaime Nash, Beverly Pepe, Martha Vigneault and Robyn Younkin
- Best Practices Subcommittee – focus on quality and other related matters
  - Members: Libby Morais, Karen Allen, Maureen McGarry, Sarah Cichon, Terry Squizzero and Carol Mancineli

**Other DL Projects:** Dan Donovan outlined additional projects for the committee to undertake.

- Completion of the DL Training WebCT Course, originally conceived and developed in 2005. The intent to have this online course available to prospective DL Faculty for January 2009. The course highlights pedagogical strategies for transitioning from face-to-face to online.
  - Volunteers: Beverly Pepe, Bill Pellicio, JoAnn Warren and Dan Donovan
- The use of a Distance Learning Newsletter or Blog was discussed.
- DL Bibliography – all DLAC members were asked to submit recommendations for books, articles and websites as future resource materials for DL faculty.

