

## Distance Learning Committee Minutes

February 3, 2015 Meeting Minutes

Attendance: Carol Berger, Jason Ciccone, Meghan Getman , Jennifer Klimek-Yingling, Zhanjie Li, Naren Peddibhotla, Steven Perta, Donna Silsbee, William Thistleton, Kevin Volo

The meeting was called to order at 12:31 p.m.

The Chair welcomed Steven Perta as a new Ex Officio member of the Committee. The Chair also welcomed Meghan Getman, Interim Registrar and Jason Ciccone, Follett Bookstore Manager who attended to discuss the text book issue.

### Textbooks and Supplemental Materials

The Committee discussed an issue identified by Dr. Peddibhotla which was related to making information about textbooks and supplemental materials available to students prior to Advance Registration. This is a requirement of the Higher Education Opportunity Act (HEOA).

The Committee asked if it was possible for this information to be added to the master course schedule by the bookstore information system. Ms. Getman explained the only field this information could go into would be the "Notes" section which many students do not read. In addition, SUNY Poly is using basic Banner and there is currently no one in Information Services who has the time or the knowledge to modify Banner or set up an interface. Both Ms. Getman and Mr. Ciccone stated it would not be possible to accomplish an interface at this time. The option does still exist for individual instructors to go into the course syllabus option in Banner and add the information there. It will require the instructors to both submit the book/supplemental orders to the bookstore as well as list the information in Banner. Instructors would have to add this information after the Registrar turns on the course schedule and before Advance Registration.

Mr. Ciccone stated he is required to obtain whatever supplemental material is required for the course. He depends on the cooperation of the instructors to notify him on a timely basis about the needs of individual course sections.

Several faculty members stated they would like to inform students of alternative locations to purchase books and they would also like to inform students that other editions of the books may be used in some courses. Mr. Ciccone cautioned against telling students about other locations to purchase books. If a course is canceled, the Follett bookstore has an obligation to buy the book back from the student. That option may not exist with other booksellers. In addition, when books are ordered from other sellers, they may not arrive in time for the course starting date. The bookstore will only stock the latest edition of the book. Mr. Ciccone stated students are well aware there are other locations to obtain their text books.

Carol Berger showed another SUNY campus web page which contained a caution to students about buying books from other sources for the same reasons given by Mr. Ciccone. Carol Berger stated she would follow-up with Jeannine in Information Technology Services about the ability to add a similar caution to the SUNY Poly web site. Since the web site content is controlled by a college Communication Committee chaired by John Swann, Donna Silsbee will follow-up with him.

### Minutes of December 2014 meeting

Carol Berger made a change to the section titled "Plan to keep online courses open for students after the course was taken." She stated there could be an additional cost for five years of storage. The minutes were approved with that change.

### Update on Blackboard Migration

Kevin Volo stated he updates the migration blog on a weekly basis with information about training sessions for the Faculty. Russ Kahn recommended the Faculty have access to training videos.

Carol Berger stated our access to Angel will end on October 31 instead of December 31 as we originally planned. ITECH will be archiving everything in Angel as of the end date.

### Identity Management System

Ronny Bull was not able to attend the meeting. However, he submitted his findings via an email message sent to the Committee members. Ronny did not think SUNY Poly would be able to use the student ID card as a secure way to access the learning management system since it would require considerable expense.

Kevin Volo reported he checked with ProctorU and the cost per test per student was \$15.00.

### SWOT Analysis

Carol Berger identified another privacy problem: the student "U" number should not be printed on the student ID card.

### National Rankings of online programs

Naren Peddibhotla reported via an email message that The US News and World Report 2015 rankings are as follows:

- 1) Online Graduate Business program (excluding MBA), i.e., our MS Accountancy program: # 58 in the nation (<http://www.usnews.com/education/online-education/mba/business-rankings?page=3>)
- 2) Online Graduate Nursing program: # 87 in the nation (<http://www.usnews.com/education/online-education/nursing/rankings?page=4>)
- 3) Online MBA program: # 103 in the nation (<http://www.usnews.com/education/online-education/mba/rankings?page=5>)

An overview of rankings of online education programs is available at <http://www.usnews.com/education/online-education>

The methodology used for these rankings suggest many ways in which we could improve our own ranking.

For the online Graduate Business programs: <http://www.usnews.com/education/online-education/articles/business-methodology>

For the online MBA: <http://www.usnews.com/education/online-education/articles/mba-methodology>

For online Graduate Nursing programs: <http://www.usnews.com/education/online-education/articles/nursing-methodology>.

New library director

Russ Kahn suggested the new library director, Shannon Pritting, be invited to attend the Distance Learning Committee meetings as an Ex Officio member.

The meeting was adjourned at 1:56 pm.

Donna Silsbee, Chair