

## Distance Learning Committee

April 7, 2015 Meeting Minutes

Attendance: Carol Berger, Ronny Bull, Russell Kahn, Jennifer Klimek-Yingling, Zhanjie Li, Naren Peddibhotla, Steve Perta, Shannon Pritting, Steven Schneider, Donna Silsbee, William Thistleton

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

Donna Silsbee welcomed Shannon Pritting as an Ex officio member of the committee. Shannon had recently been appointed the Director of the Library and Learning Resources for SUNY Poly.

### Review of the Minutes of the February Meeting

The minutes were approved with a few minor changes in spelling.

### Director of Distance Learning

Donna reported she had made slight changes to the job description for the Director of Distance Learning based on feedback from Committee members. The revised description was submitted to Dr. Durgin on April 3. Carol stated we also need to delete "OPEN SUNY" points from item #11. Steve Perta also suggested the beginning of the job description could stress the need to collaborate with the Distance Learning Committee.

Jennifer stated there was a great need to fill the position in order to proceed with the master plan amendments for the Doctor of Nursing Practice (DNP) program application. Enhancements are needed to the distance learning resources which are being presented as part of the application.

### Textbook/Supplemental Material Motion

Donna presented a motion suggestion by the Deans:

**Each College will prepare a spreadsheet which will list the textbooks and supplemental materials for each course. The spreadsheet will also include the ISBNs. The spreadsheet will posted on the web page for each College prior to Advance Registration.**

Naren suggested an addition: when ISBNs are not available, include equivalent description for the material for items such as cases and software. Russ said it is difficult to list the correct version of the software due to the uncertainty of what will be available when the course runs. Steve Schneider questioned the need to create a new system which would duplicate what is available through the bookstore. He suggested the Deans have the information entered into Banner. Naren stated the best location for this information is Banner since we already have a "Class Search with Textbooks" menu option. Jennifer reminded the Committee this is a compliance issue that may be checked by the Middle States visit team next year. As a result, we need to resolve this quickly.

Ronny reminded the Committee that this issue applies to all courses not just distance-learning courses. Donna asked if it would be more appropriate to refer this matter to the Academic Affairs Committee. The Committee agreed it would. Donna will refer the matter to the Chair of the Academic Affairs Committee.

### Google Applications for Education

Jennifer stated this issue was resolved and the Faculty will continue to have access to Google Apps. She also discussed the new security policy being developed by the Technology Committee.

### Distance Learning Policy

Donna suggested the Committee members look at the Distance Learning Policy from Athens State University in Alabama as an excellent model to follow. Donna will be drafting a policy over the summer and she will use the Athens State University policy as a guideline.

She stated she had checked with Carey Hatch, SUNY Associate Provost for Academic Technologies and Information Services regarding the identity verification issue to make sure our policy would be in compliance with the 2010 changes to the Higher Education Authorization Act. On April 2, Carey replied:

**Our legal staff has advised us that for now we are fine with username and password. Middle States is responsible for upping that standard, and they will eventually. We have team of campus subject matter experts who are looking at identity verification solutions. We hope to have something in place within the next year.**

Athens State University uses Acxiom which works with publically available data in a two-factor verification system. Carol said there are other similar systems available.

Donna had also checked with the Admissions Office, the Graduate Office, the Registrar's Office, and Financial Aid regarding the distance learning out-of-state authority requirements. See:

<http://www.ifap.ed.gov/eannouncements/attachments/110110ProgramIntegritydated102910.pdf>.

None of the offices were aware of these requirements. Donna will next check with Deborah Tyskinski who is in charge of institutional compliance.

Donna expressed concern about students who do not participate in online courses and do not withdraw from the courses despite recommendations from the instructor. Other members of the Committee stated the problem is not confined to just online courses. It occurs in on-campus courses as well.

Russ suggested we meet in May to continue work on the policy. Donna said she would not be able to have it ready by then given end-of-the-semester demands. She will make a draft of the policy available to the Committee before the first meeting of the Fall. Committee members will be able to comment on the draft.

### Adjournment

The meeting adjourned at 1:58 p.m.

Donna Silsbee, Chair