

Senate Continuing Education, Distance Education and Outreach Committee
Gustafson Hall Conference Room
Minutes from the October 24, 2005

Attendees: Jim Shaeffer, Paul Kucera (Chair), Victoria Beard, Virgil Benoit, Kerry Kerber, Janet Rex, Eligar Sadeh, Anne Walker, Julie Zikmund

- 1) Introductions were made for the benefit of the existing and incoming committee members. Jim let the committee know that the Annual Report was approved by the University Senate.
- 2) A review of minutes from meeting on April 14, 2005 was presented by the chair.
- 3) Jim provided a handout and discussed the charge of the committee. It was discussed that one of the future tasks was to review the charge of committee and make recommendations for changes, if necessary. The committee also needs to look into selecting a student representative, which has been done in the past. A student member is currently not on the committee.
- 4) Jim gave an update on the SCEDEOC assessment plan. The goal was to have the assessment documentation completed by the end of the calendar year (December 2005). There was discussion for the need to have an assessment plan that assesses the outcomes of the non-traditional student, but also fits in with the assessment of the on-campus academic programs so they can be compared. It was recommended that assessment needed to be a topic of discussion in future committee meetings.
- 5) Jim's position: Jim gave an update on his position and plans for his replacement. His last day at UND will be November 10, 2005. There will be no-interim dean, but Vice President Boyd will oversee daily operations and will have weekly meetings with the staff. Kerry Kerber will attend the committee meetings until there is a replacement. Paul is on the search committee for the Jim's replacement and will keep the committee informed of the search. The committee requested that they could participate in the on-campus interviewing process of candidates. Paul will check with the chair of the search committee (Dean Watson).
- 6) Jim provided the committee with handouts giving an overview of the Division of Continuing Education, which included the organization of the Division and the Enrollments for the past fiscal year. The Division has grown in enrollments during the past years and predicted to grow in the current fiscal year.
- 7) The meeting ended with a discussion of possible action items for the upcoming meetings which included:
 - A review of the charge of the committee
 - A discussion of the rewards, if any, that departments and faculty receive for that participating in continuing enrollment, distance education, and outreach programs. The departments are not getting proper rewards, which needs to be addressed by the

committee.

- Further discussion on assessment needs to be continued in the committee
- Other action items?