

*The following minutes have been approved by the Senate
Continuing Education Committee*

**Senate Continuing Education Committee Meeting Minutes
October 24, 2006**

The Senate Continuing Education Committee met October 24, 2006, in the Conference Room in Gustafson Hall, from 9:00-10:20 am CT.

Members present: Virgil Benoit, Kari Chiasson, Kerry Kerber, Judy Rieke, Janet Rex, Eligar Sadeh, Julie Zikmund,

- A. Kerry welcomed the Senate Continuing Education Committee Members.
 - 1. He asked that committee members introduce themselves and their roles at UND.
- B. Kerry then reviewed the agenda with the Committee, which included a review of the changes to the Committee. This included the following:
 - 1. A new name for the committee, now called the Senate Continuing Education Committee
 - 2. A new purpose statement: "To provide oversight of academic rigor for courses and programs offered at a distance, and to encourage faculty participation in distance education."
 - 3. The move from one student member to having two students as members: one undergraduate student and one graduate student.
 - 4. The final change to the charge to the committee involved adding four new responsibilities for the committee. The total listing of all eight responsibilities were read aloud:
 - i. Address as necessary faculty development, delivery methods, and other issues arising from implementing new educational technologies and serving nontraditional student populations.
 - ii. Advise the Senate, the University and the Dean of Outreach Programs with regard to all programs of the Division for which academic credit is granted.
 - iii. Be guided by the principle that questions of academic content and quality reside with the department offering the distance curriculum.
 - iv. Maintain and keep current committee website.
 - v. To promote campus wide interest in and advocacy for continuing and distance education activities.
 - vi. To assure that information about distance courses are accessible to faculty.
 - vii. To disseminate to faculty information about various approaches and teaching techniques in distance education.
 - viii. To develop and implement an annual plan to accomplish the purposes of the Senate Continuing Education Committee.

- C. The committee discussed the various student assessments that occur on campus.
- i. Space Studies has a small turnout on its assessments with only 10% or less of the students responding.
 - ii. In Continuing Education, a Coordinator, not the faculty, administers assessments; and a course cannot be completed unless students have filled out the online assessment. These assessments are collected and tabulated by the coordinator twice a year.
 - iii. Also, knowledge can be checked after a lesson to get content assessment, which reinforces learning. Flash can be used to get students to connect definitions to words. By using Flash, digital objects can be moved into other courses. Sometimes these assessments are graded, other times they are not graded but they are used to help with content comprehension. Kerry said we can have the Continuing Education staff show digital objects sometime.
- D. The committee then addressed the third item on the agenda: the selection of a new chairperson for the committee. The chairperson's duties are 1) to work with Kerry to set the agenda, 2) to collaborate on accurate minutes, 3) to lead the meetings, 4) to direct the meetings and keep them on task, and 5) to be a spokesperson before the University Senate. Kerry suggested that the new chairperson should be a member who was on the committee last year so that the new leader is familiar with the committee and its past activities. He opened the topic up for discussion. After some discussion related to all of our busy schedules, Janet Rex indicated that she would be willing to serve as chairperson for this next year if no one else wanted to serve. Virgil added that Janet would be a good chairperson because she already is a member of the University Senate.
1. Virgil Benoit nominated Janet Rex to be the Chairperson
 2. It was seconded by Judy Rieke.
 3. The motion was unanimously approved and Janet became the Chairperson.
- E. Kerry turned the meeting over to the new chairperson Janet Rex.
- F. Janet asked Kerry to give an update on the Associate Vice President for Outreach Services and Dean of Outreach Programs search process.
1. Kerry shared that last year's search resulted in one candidate being interviewed on campus, but that the candidate was not offered the position. Therefore, the search process is being restarted again this fall with a due date later this fall for applications. John Watson, Dean of the School of Engineering and Mines, will continue as the Search Committee Chair.
 2. Virgil indicated that he was asked to serve on the committee by Bob Boyd. Virgil indicated the former Chairperson of the Senate Continuing Education Committee, Paul Kucera, had served on the search

committee last year, and he suggested that Janet, the new chairperson, might be the best person to represent the committee this year.

3. Kerry clarified that, as he understood it, the reason Virgil was added to the search committee was so he could be a faculty representative for the College of Arts and Sciences.
4. Judy asked if it would be possible for another person to be added to the search committee, and everyone concurred that it would be best if we could have an additional representative on the search committee. It was decided that Janet should call Bob Boyd and see if she can also serve on the search committee to represent the Senate Continuing Education Committee

G. Janet then introduced the need to develop a plan for the committee so that it could implement its charge, and Virgil said we should look at our eight objectives. There was a discussion about doing surveys or assessments of faculty interest in providing distance education. In some departments, Kari said that faculty are expected to provide distance instruction as an overload, and in other departments it is planned as part of one's instruction load. Eligar said we want to be advocates for integrating it without an overload on faculty, so we want to be advocates for a "model" to deal with delivery and faculty workload.

1. Julie discussed the Correspondence and Online Studies (COS) model for Course Development and Delivery. She indicated that, based on her experience, the correspondence model works well and pays faculty a stipend to develop their courses.
2. Kerry described the Distance Degree Program model in continuing education where the CE staff work directly with department chairs and academic deans to identify off campus markets and then develop full degree or certificate programs to meet those identified needs. This involves the academic unit being fully responsible for the program of study from the individual course curriculum content, to getting internal approvals at curriculum committees, and through to the provost's office. Continuing Education usually helps with the budget and the approval of both the budget and off campus approval process through NDUS.
3. Eligar Sadeh described the way that the John D. Odegard School of Aerospace Sciences plans and delivers its distance degree programs. It is operated completely separate from other distance education efforts on campus. The online courses are offered through HTMLez instead of the BlackBoard-based courses that are used by the rest of campus. He indicated that their Space Studies distance degree program began in 1996, and it currently has 80-100 masters level distance students in its program.
4. There was a discussion of Learning Management Systems, and the various ways UND faculty have been paid as well as other distance delivery topics.

5. Kerry said there is a need to survey faculty interest and communicate the opportunities that currently exist on campus.
 6. Eligar and Janet suggested that the committee describe the various Distance Delivery Models that are occurring at UND, so the committee can understand the diversity of approaches. Once this information is pulled together, it can be shared with other faculty at UND. Few UND faculty know about the various models of distance education at UND.
 7. It was suggested that specific information and faculty development meetings/events should be held to inform faculty about how distance education occurs and how they can get involved in it at UND. Eligar and several other committee members indicated that they would be willing to be advocates for distance education and they would be willing to support and lead such events. This kind of event would fulfill several of the responsibilities of the committee.
 8. The committee discussed the possibility of holding a Distance Education Brown bag lunch discussion. This could involve a panel discussion on Distance Education by faculty who are involved with course development and delivery.
 9. Janet said that she will talk to Libby Rankin to see if would be possible for the Continuing Education faculty to present a Box Lunch panel discussion of various UND departmental instruction models.
 10. Janet asked if Kerry could write up a description of the various ways that Distance Education is delivered through Continuing Education. Likewise, Eligar said he would develop a similar description of how the Odegard School does it, and Judy Rieke said she would provide a medical school model.
 11. Janet said she would work with Kerry to draft an overall plan which would guide the committee in implementing it charge.
- H. Discussion was held about future meeting times, and 9:00 AM on December 5th was set as the next meeting time and date.
- D. Committee adjourned at 10:20 am.