

Senate Continuing Education, Distance Education and Outreach Committee
Gustafson Hall Conference Room
Minutes from the December 02, 2005 meeting

Attendees: Paul Kucera (Chair), Virgil Benoit, Kerry Kerber, Janet Rex, Eligar Sadeh

- 1) A review of minutes from meeting on October 24, 2005 was presented by the chair.
- 2) There was a discussion of on how to get a student representative back on the committee. It was suggested that we look at previous minutes (from past years) to determine the best option to select a student representative. Once a student is selected, it must be communicated to the student body that there is a representative and provide contact information (e.g. through the Continuing Ed. Website) so students give the student representative information to pass along to the committee. The committee also suggested that we try to give the student representative incentive to participate on the committee (e.g. provide one free course). Eligar suggested that a Space Studies Distance Ed. Student would be a good candidate. He would pass along suggested name(s) to Kerry for consideration.
- 3) The hiring of the new Associate Vice President for Outreach Services and Dean of Outreach Programs: The committee asked if they could see the application files before the on campus interview. Paul is serving on the committee and will ask search committee chair (Dean Watson) if this is possible.
- 4) There was a brief discussion on what technology is available for the development of distance education classes. It was suggested that a workshop be given to interested faculty on campus to learn how to develop and teach distance education courses.
- 5) There was a discussion on how to better inform faculty and administrators on campus about creating a distance education course and rewards or benefits for teaching a distance education course. The committee discussed that faculty and administrators on campus do not understand the process and are reluctant or feel there is no benefit to develop a distance course(s). It was suggested that the committee's website should be updated and a document should be generated to better inform faculty and administration about distance education.
- 6) The committee ended the meeting with a discussion on the role of the committee. It was suggested that we review the charge to the committee and possibly work toward changes in the role of the committee. For example, the committee currently serves only in an advisory capacity to the Dean without any decision making powers. Can the charge be changed to allow the committee to have some decision making authority and if so, what would the committee oversee?
- 7) Possible agenda items for next meeting:
 - Selecting a student representative.
 - Rewards for course development

- Review of the charge of the committee
- Continued discussion on how to improve the image of distance education for faculty and administrators
- Update on the selection of the new Associate Vice President for Outreach Services and Dean of Outreach Programs