

**Senate Continuing Education, Distance Education and Outreach Committee
Annual Report to the University Senate
July 2006**

Committee Membership:

Victoria Beard, Virgil Benoit, Kerry Kerber, Paul Kucera, Janet Rex, Eliger Sadeh, Anne Walker, Harold Wilde, Julie Zikmund

The Committee met three times: October 24, 2005, December 2, 2005, February 9, 2006, March 28, 2006 and April 20, 2006. Major topics discussed by the committee included:

Chair of Committee:

Paul Kucera was elected and served as Chair of the Committee.

Review the Charge to the Committee

The committee discussed several issues related to the charge to the committee during all of the committee meetings. They follow below:

- **Student representation on the committee** - There was a discussion of on how to get a student representative back on the committee. It was suggested that we look at having both an undergraduate and graduate student serve on the committee. Having students from different levels and from off campus programs was viewed as being very helpful to a discussion of continuing education and off campus student services. An off campus student's perspective was viewed as being valuable. We interviewed one Space Studies Masters degree student and learned much about her views of student services and faculty roles. The committee discussed the process of working through UND Student Government to identify off campus students willing to serve on the committee.
- **Name Change** - It was felt that the name of the committee Senate Continuing Education, Distance Education and Outreach Committee was too long and needed to be shorter. The committee developed a new name, Senate Continuing Education Committee, which is shorter, but still represents the same intent and area of responsibility as the longer, original name.
- **Purpose Statement** - The committee discussed the purpose statement during several meetings. It was finally agreed to expand the purpose to include an advocacy role for the continuing and distance education committee. The final wording is as follows: To provide oversight of academic rigor for courses and programs offered at a distance, and to encourage faculty participation in distance education.
- **Responsibilities** - After much discussion the committee agreed to expand the responsibilities of the committee. Acting of its own volition, upon the request of the Senate and/or others, the committee shall assume the following responsibilities:
 1. Address as necessary faculty development, delivery methods, and other issues arising from implementing new educational technologies and serving nontraditional student populations.
 2. 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.

3. Be guided by the principle that questions of academic content and quality reside with the department offering the distance curriculum.
 4. Maintain and keep current committee website.
 5. To promote campus wide interest in and advocacy for continuing and distance education activities.
 6. To assure that information about distance courses are accessible to faculty.
 7. To disseminate to faculty information about various approaches and teaching techniques in distance education.
 8. To develop and implement an annual plan to accomplish the purposes of the Senate Continuing Education Committee.
- The committee chair and Associate Dean of Continuing Education will present the annual report and the changes to the charge to the committee to the Faculty Senate in the fall.

Assessment:

Dean Shaeffer 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.

Off Campus Library Services:

Throughout the year, Janet Rex, UND off campus librarian, shared the library services available to faculty teaching off campus courses and for students located off campus.

Update on Division of Continuing Education Activities:

The committee asked for and received an update on the Division of Continuing Education activities. 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.

Search Process for the Dean of Outreach Services

Jim gave an update on his position and plans for his replacement. His last day at UND was 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, which was approved by the chair of the search committee (Dean Watson). Paul provided updates to the committee throughout the year.

Rewards for Course Development

Julie Vatnsdal lead the committee through a discussion of the reward structure that she has for the Correspondence Studies Program at UND. She gave an overview of the rewards which included stipends for initial course development, for offering the course, and for grading course lessons. She also discussed non-financial rewards. Some examples include: understanding and effectively using Blackboard, development of new instructional design techniques,

opportunity to present course content in new ways, and ability to use the course material in the face to face courses. There was a discussion on how departments and faculty often do not get rewarded for teaching the courses in terms of overloads or credit toward tenure and promotion, which should be considered for new course development at a distance.