Distance Education Committee
Meeting Minutes
October 19, 2023
3:45 via Zoom
Approved

Members present:

- [Carol Hernandez](), Co-Chair, Assistant Dean Center for Teaching & Learning
- [Cynthia Eaton](), Co-Chair, Faculty Association Representative
- [Lauren Tacke-Cushing](), Associate Vice President of Academic Affairs*
- [Liz Spagnola](), Co-Chair, Campus Dean Representative
- [Andrew Stone](), Ammerman Senate Representative
- [Vera Hu](), Ammerman Senate Representative
- [Trudy Christ](), Eastern Congress Representative
- [Kellie McCartin](), Eastern Congress Representative
- [Alyssa Kauffman](), Grant Assembly Representative
- [Scott Votke](), Grant Assembly Representative
- [Robin Hill](), CIP Representative/MID Representative
- [Jeanne Durso](), Continuing Ed Representative

<div align="right">* nonvoting member</div>

Call to order

- Meeting called to order at 3:46 pm by **C. Hernandez**.

Introductions

- **C. Hernandez:** Welcome to Alyssa Kaufman! **A. Kauffman:** I was an adjunct faculty member starting in 2000, full time since 2007, and DE certified since 2022. I've taught in four of the six modalities (not combined online or Sufflex). I teach in communication studies and I do study hour.

Approval of the minutes

- **C. Eaton:** Are there any corrections to the minutes from May 4 or September 14? None. Minutes are approved.

Campus governance reports

- Ammerman Senate: None at this time.

- Eastern Congress: None at this time.
- Grant Assembly: None at this time.

Modalities definitions chart

- **C. Eaton** shares the different approaches to the modalities definitions charts: One with the left/right arrow, and the second that resides in MySCCC and includes screenshots of how courses appear in Banner. Feedback:

  o Good to have different ways to represent but definitions need to be the same
  o Color coding should be the same between them; colors need to be ADA compliant
  o Needs to have posted in a place that's helpful for students
  o Needs to have language that makes sense for students
     Alyssa: Registrar and language – students can find it on the website and don't read it or always understand the language

FA contractual provisions impacting DE

- **C. Eaton:** As negotiated in the last memo of agreement, which is on the FA website, the understanding at the negotiations table is that at a bare minimum all faculty in all modalities must upload their syllabus/course outline. **R. Hill:** There are no reports for how many faculty have accessed their Brightspace shell. Also, ADA compliance needs to be ensured; how do we do that? **C. Eaton:** I believe you have resources already available, yes? **C. Hernandez:** We in CTL can look at that.

Old business

- Can any synchronous meetings be mandated in asynchronous classes? Answer is still unclear. Need to see if there is guidance from SUNY or Middle States.
- Will discuss any need for substitutes for governance reps like there is for the union rep. Just need to ensure in keeping with contractual requirement that at least one is a DE practitioner.

New business

- For upcoming meeting, discussion of revision of DEC website

Adjournment

- Meeting adjourned 5:01 pm.