Distance Education Committee
Meeting Minutes
March 21, 2024
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
- Scott Votke, Grant Assembly Representative
- Robin Hill, CIP Representative/MID Representative
- Jeanne Durso, Continuing Ed Representative

Members absent:

- Alyssa Kauffman, Grant Assembly Representative

nonvoting member

Call to order

- Meeting called to order at 3:52 pm by **C. Hernandez**. *Note*: Alyssa was inadvertently left off meeting invite, sincerest apologies, not sure how that happened, will not happen again

Approval of the minutes

- **C. Eaton:** I forgot these were still pending because the December meeting and the February meeting were both canceled. Will need to go back.

Campus governance reports

- Ammerman Senate: None at this time.

- Eastern Congress: Our ed tech committee conducted a survey, part of which was about distance education. Feedback indicates faculty want help with using Brightspace and especially the gradebook. Asked which modalities they prefer for workshops, by far most respondents asked for remote workshops and videos. We can share a list of topics faculty are asking for, and will note that Open SUNY Help Desk is available seven days a week.

- Grant Assembly: None at this time.

Old business

- Faculty still requesting professional development on artificial intelligence. Cynthia really cannot keep chairing all the subcommittees (proctoring, AI, course proposals).

- Inquiry about how blended courses are counted regarding the contractual rule that only 40% or two courses on load may be counted toward the online or on-campus part? Example of BUS160 Introduction to Business Analytics. **C. Eaton:** This has already come up and has been determined within the FA. First, remember that faculty are required to be on campus a minimum of four days a week unless they have HR accommodations.

  Both the contract and SUNY policy says blended courses can be any mix of online/remote or on campus. The FA's decision—which I understand already went to admin—was that it should be measured by how often faculty are reporting to campus for class.

  The decision was that if 50% or more of the class meetings are held on campus, it counts as an on-campus section, e.g., if the faculty meets students on campus once a week for 15 weeks (instead of a MW or TR model). Then it's on the 60% side of the equation.

  But if the faculty member is on campus less than 50% of the usual 30 class meetings (prorated for shorter terms), then it counts like an online class and is on the 40% side of the equation.

  Discussion ensues about the role of chairs, deans, and admin in determining the number of on-campus class meetings for faculty and whether it needs to be voted on as a DEC policy.

  Motion to propose that blended class sections for which 50% or more of total class meetings are on campus are considered on campus and thus part of the 60% contractual split, and that blended sections for which less than 50% of the total class meetings are on campus are considered online and thus part of the 40% contractual split is made by **C. Eaton** and seconded by **T. Christ**. Vote is 5/0/5, motion is approved.

Course proposals

- BUS160 — Need to check on notification to counterpart chairs on other campuses, scheduled vote by April 3. Course proposal review subcommittee is Cynthia, Liz, and Trudy.
- PSY210 — Needs all signatures so must be sent back to chair for complete form first.

- **C. Eaton:** We have a lot of DE certified faculty at this point, so need to rethink how we are structuring these votes on DEC. For as long as I've been on DEC, we handle all course proposal votes in the last two meetings, after the proposal deadline, not on a rolling basis all semester. Might be time to have that conversation since there will be fewer coming in—to update our proposal forms? Committee agrees to review proposals, which are in shared folder.

- **C. Eaton:** We are also still working on the matter of whether mandatory synchronous meetings are allowed in asynchronous courses for individual students of concern.

New business

- There is a question about EDU103, as they are trying to get it onto the schedule as fully asynchronous section. Update is that as of now the class has been taken down from the schedule.
- **S. Votke:** I have concerns about academic integrity. Taught a micromester math course and student feedback indicates it their first asynchronous class where they were required to show their work, so this needs to be discussed.

Adjournment

- Meeting adjourned 5:05 pm.