

To: University Senate President, Dr. Tara Kuther

From: Russell Gladstone (2005-2006 co-chairperson),

RE: Annual Report of the Committee on Distance Education Committee 2005-2006

Committee membership: Lisa Peck, Jenny Innes, Todd McInerney, Josie Hamer, Karen Raftery (2005-2006 co-chairperson), Tom Monks, Brian Clements, Ellen Durnin, School of Professional Studies (vacant), Russell Gladstone (2005-2006 co-chairperson)

The committee held elections on October 4, 2006, unanimously electing Dr. Josie Hamer, chair, and Dr. Brian Clements vice-chair, for 2006-2007.

During the year the members were engaged in discussion on the following issues, Hybrid Courses, Office Hours for faculty teaching Distance Education Courses, On-line Course Evaluations of Faculty, Definitions of Distance Education, and E-Portfolio.

The members proposed, voted, and adopted the following by-laws language, “the 2nd Friday of each month during the Fall and Spring semesters, and the committee may vote to hold additional meetings or to meet at alternative times” amending item 7 of the by-laws, to help prospective members’ awareness who may seek to be elected, and to serve, in order to increase attendance at meetings. The committee voted to change the standing meeting time to the 2nd Wednesday of each Month, from 4:00 – 5:00 PM.

Professor Monk prepared the attached memo with his research; “Initial Analysis – Online Education Capabilities at WCSU”. ¹

The members of the committee met with Dr. Roy Stewart, Acting Provost, to discuss the university’s policies regarding hybrid distance education courses, and the number of on-line courses that the university authorized to be offered. These issues were discussed in the University Senate on October 19, 2005. See Dr. Stewart’s memo. ²

Lisa Peck attended numerous meetings of the Connecticut Distance Learning Consortium, and reported on issues and activities of this organization. ^{3,4,5,6,7}

Professor Raftery prepared research on the definitions of Distance Education. ⁸

CSU WebCT Vista Project Committee Executive Team Members Professor Josie Hamer and Graduate Studies Dean Ellen Durnin reported on issues and activities of this group. ⁹

Respectfully submitted,
Russell Gladstone
November 14, 2006

See attached index and appendices

- ¹ Tom Monks – Research Memo – Initial Analysis: Online Education Capabilities –
October 6, 2005 – 11 pages
- ² Dr. Stewart’s memo to the committee -1 page
- ³ Connecticut Distance Education Consortium
- ⁴ Meeting notes – October 27, 2005-1 page
- ⁵ Fifth Annual Conference – 3 pages
- ⁶ Course and enrollments – Fall 2005 - 37 pages
Summer 2005 – 14 pages
- ⁷ Lisa Peck – Meeting notes – February 24, 2006-1 page
- ⁸ Karen Raftery – Research materials – Fall 2005 - -19 pages
- ⁹ CSU WebCT Vista Project – www.ctstateu.edu/Vista – 2 pages