

Committee on Committees Minutes
Thursday, November 14th Meeting #3, Fall Semester
Russell Building, Faculty Lounge, 8:00AM

Attending:

Brad Ludrick, William Fridley, Steven Emge, Kate Shannon, Daniel Althoff, Charles Matthews

Not Attending:

Stan Alluisi, Diane Dixon

I. Call to Order by Chair Ludrick at 8:01 a.m.

II. Old Business

- a. Open discussion with FS Chair about possibly modifying the current charge (s) for the COC.
 - i. Review email communications regarding current charge.
 - ii. Motion by Chair to rescind the previous charge and recommend a new charge from the FS Chair to focus Committee on Committees work on the function and membership of the Distance Education Council.
 - iii. Matthews seconds
 - iv. Motion passes – 5 in favor; 1 abstains.

III. New Business

- a. Consideration for approval: the modification of the Bachelor of Science in Liberal & Applied Studies Coordinating Committee membership statement.
 - i. Review of request for modification from BSLASCC and APPM 3.5
 1. Procedural concern – change in membership should have come through Committee on Committees first.
 2. Motion to approve change in membership statement to the following:

The Bachelor of Science in Liberal and Applied Studies Coordinating Committee will consist of at least seven faculty members. The Faculty Senate will appoint members for three year staggered terms. There will be a minimum of one committee member from each of the six groups (Arts, Humanities, Natural Sciences, Applied Sciences, Behavioral Sciences and Applied Behavioral Sciences). An additional member from the department of English, Humanities and Languages will also be a member. The Director or designee of the Academic Advising & Outreach Center (AAOC) and the Coordinator of the BSLAS will serve as ex-officio, non-voting members.

3. Motion is seconded by Matthews
 4. Unanimously approved.
- b. Review and discuss the current membership and function statement of the Distance Education Council. The purpose will be to determine if the current membership and function statement efficiently and effectively meet the “distance education” needs of the university.
 - i. Review APPM 3.6 and related motions

- c. Entertain policy recommendations by COC members regarding the Distance Education Council and the Academic Council.
 - i. Review and Discussion related motions
 - ii. Modifications to motions related to APPM 3.6
 - 1. Fridley Motion 1: Add the parenthetical clause to the Function statement of the Academic Council. This motion was not seconded.
 - 2. Fridley Motion 2: make the following changes to the Function and Membership Statements of the Distance Education Council.

Proposed additions to the Function statement:

All recommendations by the DEC concerning philosophies and policies of online learning will be submitted to the Faculty Senate. In addition, the DEC may also forward recommendations to the Academic Council when it is deemed appropriate.

Proposed changes to the Membership statement:

One representative (voting member) from a remote site (McCurtain County, Ardmore, or McAlester) selected by the Director of the Center for Instructional Development and Technology.

One Synchronous Interactive Distance Education (SIDE) representative (voting member) selected by the Director of the Center for Instructional Development and Technology.

- 3. Motion to make changes to the Function and Membership statements is seconded by Matthews
- 4. Vote – passes unanimously.

Proposed DEC Function statement to present to the Faculty Senate:

The function of the Distance Education Council (DEC) will be to provide leadership in evaluating, reviewing, assessing, and developing the distance education philosophy and curriculum. *All recommendations by the DEC concerning philosophies and policies of online learning will be submitted to the Faculty Senate. In addition, the DEC may also forward recommendations to the Academic Council when it is deemed appropriate.* The DEC will work with the appropriate academic departments and/or administrative offices to ensure the continuation, assessment, quality, and evolution of the distance education program. The DEC will review the results of distance education assessment to determine if any modifications need to be made in the distance education philosophy and curriculum and make recommendations, if necessary, to the appropriate departments/faculty. The DEC will work with faculty and administration in determining and recommending which technology and training is necessary to implement and maintain courses and programs that will be delivered via distance education.

Proposed DEC Membership statement to present to the Faculty Senate:

The Director of the Center for Instructional Development and Technology will serve as the chairperson of the Distance Education Council (DEC) and will be a non-voting member of the DEC. The composition of membership is:

- One representative from each academic department that offers distance education courses (voting members). Department representatives will be selected by the Chair of the Department and must have taught distance education courses for at least two semesters during the last two years preceding their appointment.
- *One representative (voting member) from a remote site (McCurtain County, Ardmore, or McAlester) selected by the Director of the Center for Instructional Development and Technology.*
- *One Synchronous Interactive Distance Education (SIDE) representative (voting member) selected by the Director of the Center for Instructional Development and Technology.*
- One representative from the Center for Instructional Development and Technology (CIDT) will be a non-voting member selected by the Dean of Graduate Studies, E-Programming & Academic Services.
- One representative from the library will be a non-voting member selected by the Director of the Library. One representative from the graduate faculty (voting member) will be selected by the Graduate Council.
- One student representative (non-voting member) will be appointed by the Distance Education Council. The student must have completed at least one distance education course and hold junior/senior standing.
- The Dean of Graduate Studies, E-Programming & Academic Services and the Executive Director/CIO, who will both serve as non-voting ex officio members.

All representatives, with the exception of the student representative, will serve three-year staggered terms; the student representative will serve one year. All representatives may be reappointed to the DEC when their term expires. Appointments will be made as necessary to fill vacancies using the protocols listed above.

iii. Discussion of DEC composition.

1. This council is not chaired by a faculty member
2. It is a large, unwieldy group
3. Is it possible to reorganized DEC to include functions that a Learning Technologies Council will address?
4. Could the work of the DEC be more effectively accomplished through working committees that address specific tasks approved by the larger body?

IV. Adjournment by Chair Ludrick at 8:48 a.m.