COMMITTEE: Distance Education and Learning Technology Committee

1. Membership (include ex-officio members).  
   Lida Cope (Secretary), Mark Moore (Vice-Chair), Maggie O’Hara, Matt Reynolds, Nasseh Tabrizi, (Chair), Austin Bunch, Ernie Mashburn, Donna McDonald, Elmer Poe, Amy Frank, Joe Norris, Beth Velde, and Donna McDonald

2. Meeting Dates (include members present*).
   **September 28, 2011**- Lida Cope, Peng Li, Mark Moore, Maggie O"Hara, Matt Reynolds, Nasseh Tabrizi, Karl L. Wuensch, Austin Bunch, Amy Frank, Joe Norris, Biwu Yang (for Elmer Poe), Beth Velde, Donna McDonald, and John Chinn (for Ernie Mashburn),

   **October 12, 2011**- Lida Cope, Peng Li, Mark Moore, Maggie O’Hara, Nasseh Tabrizi, Karl L. Wuensch, Amy Frank, Elmer Poe, Donna McDonald, and John Chinn (for Ernie Mashburn).

   **October 26, 2011**- Lida Cope, Peng Li, Mark Moore, Nasseh Tabrizi, Karl L. Wuensch, John Chinn (for Ernie Mashburn), Amy Frank, Donna McDonald, and Beth Velde

   **December 5, 2011**- Lida Cope, Peng Li, Mark Moore, Nasseh Tabrizi, Karl L. Wuensch, John Chinn (for Ernie Mashburn), Amy Frank and Elmer Poe

   **January 25, 2012**- Lida Cope, Peng Li, Mark Moore, Matthew Reynolds, Nasseh Tabrizi, Karl L. Wuensch, Matt Paske (student representative), Austin Bunch, John Chinn (for Ernie Mashburn) and Amy Frank

   **February 22, 2012**- Lida Cope, Peng Li, Mark Moore (Vice-Chair), Maggie O’Hara, Matt Reynolds, Karl L. Wuensch, Matt Paske (student representative), Austin Bunch, John Chinn (for Ernie Mashburn), Amy Frank, Donna McDonald and Elmer Poe

   **March 28, 2012**- Nasseh Tabrizi, Lida Cope, Mark Moore, Maggie O’Hara, Matt Reynolds, Austin Bunch, Ernie Mashburn, Donna McDonald and Elmer Poe

3. Subcommittees established during the year (include progress and/or completion of work).
   None

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
   Vetted DE Training Modules

5. Reports to the Faculty Senate (include dates and resolution numbers).

   November 1- Faculty Senate Resolution #10-77 (part D) states that “All courses offered via distance education shall be taught by a qualified, credentialed faculty member approved and assigned by the unit administrator” and that “Each faculty member who teaches one or more distance education courses must complete a university training program.”
Therefore:

- DE faculty at ECU must successfully complete the university-wide DE training approved by the Faculty Senate (Resolution #).
- A Certificate issued upon successful passing of quizzes following each module signifies that from that point on, DE faculty will “engage in at least one training activity each academic year that addresses advances in the methodologies and technologies used in distance education” (Faculty Senate Resolution #10-77/Part D).
- The DE-active groups representing ECU faculty may update the training modules to keep up with new methodologies and technologies used in distance education. These updates will not require subsequent approvals of Faculty Senate.

6. Business carried over to next year (list in priority order).
   1. Discussion of the Publisher Hosted Course Tools
   2. ECU-wide technology requirement

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: The committee effectively carried out its charge.
   B. Personnel: Committee members coordinated tasks well among themselves.
   C. Attendance: Meetings were well attended.
   D. Responsibilities: Tasks were delegated fairly and effectively performed.
   E. Activities: The committee made progress to its stated goals.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.
   Need an additional session-preferably in December.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year?
   If yes, when do you prefer: __________________________________________

Signed: Nasseh Tabrizi, Chairperson
        Lida Cope, Secretary