

**Distance Education Fee Committee Meeting  
November 11/10/10**

**11:00 a.m. to Noon**

Present: Robin Fox, Pat Casey, Eileen Schroeder, Ellyn Dickmann, Katy Heyning, Bill Skelly, Dave Van Doren, Stan Smoniewski, Shannon Stuart, Sang Choi.

Katy distributed minutes from the 11/3/10 meeting and discussed 5 categories of funding as follows:

1. Pay faculty for teaching online (overload, pay for online teaching)
2. Release time to work and develop hybrid/online courses
3. Instructor development, learning, course level
4. Hardware/software purchases that support online learning
5. Administrative program development and maintenance

A 6th category was added called "Other."

In addition, a process for spending distance education course fees was discussed and it was decided that a policy would need to be developed. Eileen offered to draft the policy and Ellyn offered to review the draft before it is brought to the next meeting.

A calendar for applying for expenditures from this fund was discussed. It was decided that applications would be accepted quarterly and the first deadline for applications would be February 18th for fall distance education courses.

A final calendar will be developed at the next meeting which is schedule for December 1, at 11:00 a.m. in W1013.

The group discussed the need to take minutes at these meetings and to create a website where the new policy, calendar, definitions, minutes, etc., could be posted. Stan offered to develop this website.