

**Distance Education Fee Committee Meeting
December 1, 2010**

11:00 a.m. to Noon

Present: Katy Heyning, Elyn Dickmann, David Van Doren, William Skelly, Sang Choi, Eileen Schroeder, Pat Casey, Robin Fox, Stan Smoniewski, Shannon Stuart and Anne Stinson.

Ellie distributed minutes from the 11/10 meeting and on a Casey/Skelly motion, the minutes were approved as written. Katy asked that a discussion be held regarding who would chair the committee however, there were so many questions as to what the charge of the committee was, Katy suggested we talk about chairship at another meeting.

Katy would like a policy established about how to use the money in the distance ed account, fees that would be charged and help determine how we move forward with the distance ed fees.

Anne Stinson suggested we pay a percentage to the Dean's office like ICIT and then charge and funds would then be distributed. The Dean would make the decisions on the day to day items that come up.

The "Proposal Form" was distributed and discussed. Eileen Schroeder said the Proposal Form was based on a combination of the college of L & S and COEPS.

In the **Evaluation Criteria** area, Anne Stinson suggested a letter from the department chair for each request would be too extensive. A form will be developed to just check boxes. Ellie volunteered to draft a form.

Katy said by necessity every request must come through the Dean's office for now. The committee will get accountability from Katy.

Requests must be submitted during the following times: Fall – January 15; Summer – September 15; Spring, April 15.

It was suggested that every other month hardware and software requests be submitted. Katy will decide on the purchases of hardware/software.

Katy sees the committee with 2 charges: 1) create procedure to guide what we do and 2) accountability for spending. Katy needs parameters on how to spend the money in the distance ed account.

At the Spring Retreat, January 13, we will develop priorities for the Distance Ed Committee.

There are 4 areas to consider with the distance ed fees:

1. Rolling/ongoing emergencies – hardware/software
2. Mini grants (will be addressed 3 times a year)
3. Program coordinator fees
4. Faculty salaries decided by the Dean (stipends for on-line courses)

The next meeting will be December 8 at 11:00 in WH1013.