April 10, 2002, 9:15 am, Room 260B

Present: Dan Jacoby, Carole Kubota, Kevin Laverty, Kelvin Sung and Linda Watts

Absent: Mary Abrums

Guests: Chuck Jackels, Arnie Berger and Kathleen Martin

Approval of Minutes

Minutes approved with amendment - added to the Distance Learning Degree Program in Computing and Software Systems - The relationship of the Distance Learning program to the H1-B grant was raised.

Distance Learning Proposal.

The EC will be considering a CSS distance learning degree program proposal. Chuck Jackels and Arnie Berger will be present to answer questions and provide information. Chuck Jackels distributed the Proposal for a Distance Learning Degree Program for the Computing and Software Systems Program (CSS) at UWB. The proposal was prepared by the CSS DL Committee, Arnie Berger (Chair), Bill Erdly, Baili Liu, Dina Meske. Discussion of the proposal began with a handout of written answers to questions submitted by the EC members. Dan Jacoby stated that the role of the EC is strategic planning and budgeting. The EC needs to think about DL both in terms of strategic planning in regards to approving new programs and budget implications since it is a self-sustaining degree program. If the DL program is a full program a review by the Curriculum Committee is required. The EC is charged with process review and decision making.

There has been a two year trial period for the Distance Learning program and this current proposal is the refined version, based on Computing and Software Systems' analysis of the program.

The EC will deliberate on the program with the realization that it requires a substantial commitment by the institution. Kevin Laverty stated that the EC should have information regarding the effectiveness of DL for achieving educational outcome, after the two year trial period running under the H1-B grant.

A budgetary discussion followed, the 25% per annum rate of growth projection of the DL program is questionable. The proposal has no hard data, what numbers are needed to make the program viable? The EC needs more data to endorse; there is a possibility that the program could go over its earned resources. Arnie Berger explained that the new model is based on fixed costs of the minimum number of classes we need to offer to get the degree student through in three years. A pilot program for the first year would require one faculty member (no permanent faculty would be hired), at that decision point, another faculty line could be added or the line released. A phased in plan can be adjusted or terminated. If the program is terminated, a student can come back to the residential program. At this point, the program proposal is a regional one, not national or international. Dan Jacoby suggested that our mission has mandates against too many international students, which raised questions on outreach for the program. There is also a certificate component to the DL program in the proposal, which will offer specific competencies or skills. The proposal for the CSS Certificate and Distance Learning program is based upon the program being self-
sustaining, with UW Extension addressing any deficit. This funding from Extension is for a period of five years, at which time it is subject to review.

The Executive Council will draft a response to the proposal.

Minutes submitted by Barbara Van Sant