The committee met several times during the fall semester. In line with the committee assignments set forth in the fall convocation, the committee worked on the following:

- Reviewed budget issues.
- Considered merger of Strategic Planning and Budget, Bylaws and Policy committee.
- Reviewed the distance education compensation policy and payment of remote site differentials.

**Budget issue**
The committee developed a list of items to purchase or license using student equipment maintenance fees. This money is allocated each fall for instructional purposes which can be documented and is not meant for research purposes. The committee members surveyed the faculty in their respective departments to develop an initial list. Cost estimates were developed for items and a few items were removed. The items removed were due to other monies available for that item, use might include research, and/or cost estimate not determined.

The attached spreadsheet lists the items recommended by the committee. The items are not listed in any particular order. The total amount of the items is close to the amount available from student fees and the committee agreed that items on row 4 and 7 (upgrade instructor computers in classrooms and purchase new overhead projects) can be phased in as funding allows.

**Merger of committees**
Rather than merging the Strategic Planning and Budget, Bylaws, and Policy committee, it was recommended that a joint meeting be held periodically—perhaps once annually.

**DE compensation policy review**
The committee reviewed the distance education compensation policy and drafted a changed in policy as shown in the attached file. Two changes were made: (1) the remote site differential will be paid regardless of whether the course is “in-load” or “out-of-load” and (2) supplemental compensation will be 1/8th of the nine month salary if at least 50% of the contact hours is face-to-face at the remote location and compensation will be 1/9th if face-to-face contact hours at the remote location are less than 50%. These changes will need to be approved reviewed by the College of Extended Learning and so they are aware of the change. Human Resources must also be notified.

Faculty members should review this policy and request a discussion at the upcoming convocation if they feel there is a need.

**Items not addressed in the fall semester**
Of the fall convocation committee assignments, the following have not yet been addressed by this committee:

- Evaluate whether the Quality Committee should be a standing committee.
• Consider bylaws change to require two members from each department on the Assurance of Learning Committee.

This summary is respectfully submitted by Jennifer Kreie, Chair.

Attachments:
• Spreadsheet of software and equipment for instructional purposes
• DE compensation policy document