

EASTERN MICHIGAN UNIVERSITY
Commission on the Future of Instructional Delivery

November 19, 2004
3:00-5:00 p.m., G11 Boone

Suggested Subcommittee Process

1. Subcommittee composition
 - a. Subcommittee members will be selected by the Provost.
 - b. A Chair will be appointed.
 - c. Each potential member will submit a short rationale of his or her interest in the topic.
 - d. Each subcommittee will be balanced to accommodate various perspectives.
2. Format of subcommittees (subcommittees will follow the same format as the larger commission)
 - a. The chair will convene the subcommittee meetings and in concert with the subcommittee, prepare and distribute an agenda before each meeting.
 - b. A recording secretary will take notes in the format provide by the commission. (See attached)
 - c. Attendance will be recorded.
 - d. Chair or recording secretary will forward committee handouts, minutes, attendance, and guests to their meetings, to the Provost's office.
3. Subcommittee topics:
 - a. [Off-campus classes](#)
 - b. [Online and distance education](#)
 - c. [Skunk works and promoting innovation](#)
 - d. [On-campus instructional delivery](#) (for example, [alternate scheduling, hybrid classes \[which are related to alternate scheduling\], technology and faculty development](#))
 - e. Organizational and budget models
 - f. Other
4. Subcommittee reports and recordkeeping:
 - a. [Each group will be given a similar charge in terms of reviewing data, deciding issues/questions, and making recommendations.](#) Each subcommittee can decide how they want to flesh out these areas.
 - b. The subcommittee will [develop their own data needs, including EMU info, student input as appropriate, and identifying outside people as resources/collaborators.](#)

- c. The subcommittee will [survey best practices and do environmental scan of peer institutions](#).
 - d. Subcommittees will make [recommendations to the full commission](#).
 - e. The recommendations will consider [sustainability \(budget, personnel, student attrition, etc\)](#).
 - f. Recommendations of the subcommittees' assessment of [implications for CE budget and structure, or other university structures](#) can be made to the commission.
 - g. Recommendations may include the [identifying of possible issues involving academic integrity](#) and mechanisms for possible [departmental oversight](#).
5. Timeline for Commission meetings
- a. Commission meetings to be held monthly on the first Friday from 3-5pm through May.
 - b. Additional meetings will be scheduled as needed.
 - c. Subcommittee work will be scheduled by the subcommittees as needed.
 - d. Reports are due to the Commission in April.