

**Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held March 10th, 2016, Room L-117**

Meeting called to order 3:10PM

In attendance: : Dona Boccio (CoC designee), Nidhi Gadura, , Kwang Kim, Dimitrios Kokkinos, Kevin Kolack (chair), Hamid Namdar (secretary), Denis Bejar for Bruce Naples (President’s designee), Sharon Reeves, Barbara Saur, Eileen White

Not present: Caf Dowlah (Steering Committee designee), Aviva Geismar, Yaguang Wei (student representative)

- Review of February 18th, 2016 minutes was approved
- Denis Bejar [Bruce Naples designee] report and update on following items

Blackboard:

- The Turnitin Building Block was approved and CUNY is planning to release it this semester.
- Turnitin is an Internet-based plagiarism-prevention service created by iParadigms. Turnitin provides the ability for instructors to connect student work with the rubrics, criteria and feedback that are essential to student success. (from Turnitin web-site)
- The current Blackboard UUID will be replaced by the CUNY First Empl ID. The timeline for this project hasn’t been created yet.
- Starfish is available to the students in Blackboard

eLearning Institute:

- We have successfully completed five weeks of the eLearning Institute. The following topics were covered at the last meeting: Blackboard Assignments, Safe Assign and the Grade Center.

• Subcommittee reports/plans/changes/additions:

I. eLearning Readiness Program	Kevin Kolack & Kwang Hyun Kim
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- no progress to report

II. Marketing of online courses (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Nidhi Gadura & Eileen White
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- Kevin is getting an updated list of faculty teaching online (any designation) from Beth Gordon
- (update- not yet provided)
- Kevin ask if the flyer was approved by the marketing. Don't Know yet.
- Nidhi suggested to ask academy advisors to e-mail the students about the online course.

III. Brown bag lunches for online faculty (i.e., coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)	Barbara Saur
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- Next bag lunch scheduled for April 13th
- Topic will be VoiceThread- How to use VoiceThread, can it be integrated with BB. How to choose between synchronous and asynchronous activity.

IV. Embed health videos on the E-learning Website (i.e., select links and recommend fitness program to enhance e-Learning, coordinate the effort with the Health Department, update the website, promote healthy learning online)	Aviva Geismar
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- Aviva and the library Committee are interested in the health videos.
- Library Committee meeting Wednesday 4/20 at 12:20pm in L224. Kevin will go to the next library Committee meeting.
- Kevin will discuss with them where the videos should go- the library site?

V. Update committee guide – One of Steering Committee charges	(started by Kevin)
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- Aviva is looking it over the eLearning committee guide
- **Revisit some of the Steering Committee charges:**
 - ✓ Recommend to the registrar that online courses be better identified in CUNYfirst. (It is out of our control)
 - ✓ Meet with the Marketing Committee, to review possible ways to identify elearning for students, and advertise strengths of program to non-traditional students. (We did)
 - Making the eLearning Readiness Program an actual pre-requisite for online courses, which apparently is not currently easy to do. (they're right- not easy/possible)
 - ✓ Making the eLRP as a part of ST-100; which is moving to a fully online course. (it is we don't

have to do anything)

- Possibly including an online assignment that would further prepare students (?-part of eLearning Institute- assignments are online)
- Emphasizing the importance of using Tigermail account to students and faculty
- ✓ Review effectiveness of Student e-Learning Readiness Program (eLRP) as currently developed. (completed)
- ✓ Continue brown-bag series for faculty on effective online teaching (completed)
 - A session on effective assignments for web-enhanced instruction might also be useful. (part of eLearning Institute)
 - Monitor the situation for the QCC website's support of mobile devices and the ability of faculty on the eLearning Committee to import their work to the QCC website (Monitoring is not eLearning Committee charge- it's Comm. Computer Res./ACC/IT; eLearning chair has access to the eLearning web site)
- ✓ Continue to refine the excellent flyer on studying and fitness, and look for ways to disseminate it to the campus population, possibly in concert with the Committee on the Library and the Committee on Student Activities(working with the Library Committee)
 - Provide input on the college's adopted standards for effective eLearning programs (eTeam does this via the Quality Matters rubric)
- ✓ Provide input on the curriculum of the e-Learning Institute conducted for faculty development (we have through Bruce Naples)
 - Provide input regarding learning outcomes assessment for eLearning Courses(same online/offline)
 - Monitoring reliability of Blackboard and Epsilen, and provide advice to the college community when appropriate (Denis is doing fine!, Epsilen not used)
 - Develop protocols of departmental evaluation such as peer observations for PNET and FNET classes (Is this possible? We've discussed. This we should look at.)
 - Review the procedure for Student evaluations of faculty teaching PNET classes (evals are mailed to students)
 - If needed, present resolutions restricting class size for eLearning classes (not needed)
 - Monitor implementation of E-portfolios, as a "High Impact" activity for the Academies (HIPs doing it)

- Monitor possible implementation of other “High Impact Activities” in eLearning (we discussed that LCs would be good; how do we encourage faculty? Link courses together; HIP coordinators doing; CETL can be involved)
 - Collaborate with Committees on Academic Development and Computer Resources in support of workshops to support instructional technology, as well as support for faculty writing technology-related grants (done by ACC & T. Diamond’s office)
 - Possible additional collaboration with the committees on Continuing Education; Curriculum; regarding the role course delivery might play in structuring course content; as well as Departments (for curriculum-specific best practices & development of more hybrid and asynchronous on-line courses) (already the job of AA and CETL)
 - Request from the Office of Academic Affairs, assessment of the following areas: eLearning Readiness Program, ACC (refused by committee)
- Next eLearning committee meeting will be at Bruce’s office L-117 on April 14th, 2016

Meeting ended at 3:45PM

Submitted by: Hamid Namdar