Attending: Barbara Blake-Campbell, Sunil Dehipawala, Lorena Ellis, Sara Rofofsky Marcus, Bruce Naples, Melanie Sehman, Mangala Tawde, and Edward Volchok

Absentee: Dolores Weber, David Sarno, Julian Stark, Dona Boccio, Anissa Moody Student representatives: Elizabeth Lara and Joseph Lionarons

1. Approval of Minutes
The minutes of the April 13, 2011 meeting were approved with minor changes.

2. Chairperson's Report
Dr. Volchok informed the committee members about the election rules: eligible to vote are members of the 2011-2012 committee. The chair asked old and new members attending the meeting to introduce themselves.

Ed Volchok suggested that the new members visit the eLearning Blackboard site and read the resolutions passed in Spring 2010 as this committee will need to make sure that the resolution passed by the Senate are executed.
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Dr. Volchok emphasized that this Blackboard site has to be maintained and updated by the new chair and secretary. All agenda and minutes need to be posted on a timely fashion in "pdf" format. COMMITTEE ON ELEARNING (QBCC_DIST_ED_COMM_2009: **See under my organizations**). A copy of the agenda and minutes also has to be sent to the QCC webmaster, David Moretti. Mr. Moretti will post the committees agendas and minutes on the *Governance site > Academic Senate > Committees > eLearning > Agenda and Minutes* also in "pdf" format.http://www.qcc.cuny.edu/Governance/AcademicSenate/DE/agenda_minutes.asp
Additionally, a copy of the agenda and the minutes has to be sent to Constance Williams, who archives the documents in the QCC Library.

Dr. Volchok explained the roles of the chair and the secretary of the eLearning Committee. The chair schedules and leads the meetings. The chair makes the room reservation where the meetings will take place and sends out the agenda after posting it in the Blackboard site. At the end of the academic year the chair writes the annual report and sends it to the secretary and chair of the Steering Committee. The secretary of the committee writes the minutes and distributes them via e-mail before each meeting. The secretary posts the approved minutes in the Blackboard site, sends copies to the Webmaster, and is the person in charge of archiving the minutes in the Library. The secretary also send the ballots for all committee votes with college archivist in a sealed envelope.

3. Old Business
The QCC Blackboard Administrator, Denis Bejar, hired in September 2010 has developed the eLearning Readiness Program together with Ed Volchok and the eTeam. They will present it at the 7th Annual

CUNY General Education Conference on May 13th. at York College. There is still time to register: https://www.york.cuny.edu/se/general-education-conference.

Dr. Volchok will also present the QCC eLearning Program at the Bucks County Conference on June 3, the 9th Annual "Future of the Faculty."

Bruce Naples recommended that all members of the eLearning committee enroll in the CUNY Commons <http://commons.gc.cuny.edu/> where faculty members from all CUNY colleges discuss items pertaining to online teaching and learning. He confirmed that Dr. Pecorino, the chair of the committee, is posting material on that site. Bruce Naples stated that assessment was a very important discussion topic at the latest meeting of the CUNY Committee on Academic Technology (CAT). They discussed whether the Sloan-C Scorecard instrument should be used to evaluate online programs. The QCC blended online initiative is asking Mentors and faculty to use Quality Matters to self-assess and peer assess courses being developed by QCC faculty members in Blackboard. He mentioned that he and Dennis Bejar attended the first (virtual) meeting of the "CUNY Council of Instructional Designers," a subcommittee of CAT. It took place on Wednesday, April 27 and the software used was Wimba-Elluminate – soon to be known as Blackboard Collaborate. He urged the members of the QCC eLearning committee to become part of that committee. Anyone interested can contact Chandra Hanke, Coordinator of Instruction Design, chanke@jjay.cuny.edu, 646-557-4810; Homepage: http://commons.gc.cuny.edu/groups/cuny-instructional-design/. Bruce Naples also mentioned that CUNY is exploring synchronous software, and the candidates have been narrowed down to: Adobe connect, Cisco WebEx, Blackboard's Wimba-Elluminate.

4. New Business
Dr. Volchok distributed ballots for the nomination of the new chair and secretary of the eLearning Committee. The names of candidates not interested in running were eliminated from the ballots and the first round of elections took place. After consultation with the members attending the meeting who were nominated, two names remained on the ballot. The two candidates were consulted as to what position they preferred and the second round of elections took place. The result was that Sara Rofofsky Marcus was elected chair and Melanie Sehman was elected secretary of the eLearning Committee for the year 2011-2012.

Dr. Volchok advised the committee that the Committee on Assessment and Institutional Effectiveness has requested that the Committee on eLearning request an assessment of the college's eLearning efforts. Dr. Volchok said that he would request.the college's Director of eLearning to assess the college's eLearning efforts.

At the end of the meeting Dr. Volchok recommended that the new eLearning Committee:
1) Develop steps to increase awareness about the eLearning Readiness Program among faculty, academic advisors, and students of the institution.
2) Assist in the improvement of the Student eLearning Readiness Program by working with the Speech Communication & Theater Arts and English Departments on the outline of video clips. A first step in that effort should be the creation of a list of topics for the videos, which should have a strong input of the students..
3) Develop a student evaluation for PNET classes as well asan online version of students' evaluation for face-to-face classes. An evaluation form for FNET classes was developed and approved two years ago.

The meeting adjourned at 3:10 pm.

Respectfully submitted,
Lorena B. Ellis
Secretary of the Committee on eLearning