

**Committee on eLearning  
A Queensborough Community College Academic Senate Standing Committee**

**2017-2018 Annual Report**

**Introduction and Thank You**

I would like to thank all Committee members for their excellent service and commitment to shared governance over the past year. This was a successful year for the Committee's goal of providing oversight and support for eLearning on campus. I would like to give a special thank you to the two departing members of the Committee: Jeff Hall and Dimitri Kokkinos. It has been an honor to serve as Chairperson of this important group of faculty, staff, and students.

– Kevin Kolack, Ph.D., June 2018

**Committee Members**

For 2017-2018, the Committee was composed of: Zeynep Akcay (Secretary, Fall 2017), Aviva Geismar (replaced by Joseph Goldenberg in Spring 2018), Anjalie Gaba (student representative), Clarence Jefferson (Jeff) Hall, Dimitrios (Dimitri) Kokkinos, Kevin Kolack (Chair), Kathleen Landy (President's designee), Stephanie Morales (student representative), Peter Novick (Secretary, Spring 2018), Nina Sarkar, Meg Tarafdar, Naja Hougaard (Steering Committee designee), and Eileen White. Denis Bejar of the Office of Educational Technology was a valuable attendee at most meetings. The Committee had no CoC liaison.

Student representatives were named to the Committee comparatively early this year (in time for the October meeting), however participation was an issue. Ms. Gaba attended the October meeting only, and Ms. Morales never attended. It remains unclear whether either student intended to remain a member of the Committee in the Spring semester.

For 2018-2019, the terms of Dimitri Kokkinos and Jeff Hall (who replaced Hamid Namdar for the 2017-2018 year) on the Committee expired, as did that of Joe Goldenberg, who was reappointed. Gene Desepoli and Kersha Smith were newly appointed. Kevin Kolack was reelected unopposed to serve as Chair and Peter Novick was elected unopposed to serve as Secretary.

**Committee Meetings**

The Committee met at its regularly-scheduled time (Thursdays at 3PM, the week of Senate meetings) throughout the 2017-2018 school year (9/14/17, 10/12/17, 11/15/17, 12/7/17, 2/15/18, 3/15/18, 4/12/18, and 5/10/18). Agendas and Minutes were posted on the Committee's web site by the Chairperson.

**Steering Committee 2017-2018 charges and responses, including Committee actions and recommendations:**

*Create a 2-4 paragraph narrative considering how the work of this committee contributes to Queensborough's realization of its Mission Statement and Middle States Accreditation Standard 3 (An institution provides students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting are consistent with higher education expectations.) as well as Standard 4 (Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributes to the educational experience, and fosters student success.).*

This is being accomplished through development of the college's standards, policies and best practices. The resulting document, a collaborative effort between the Committee, the Office of Educational Technology, The Center for Excellence in Teaching and Learning, and the Office of Academic Affairs, will be presented to the Senate for adoption next year. The Committee believes that eLearning at QCC is as successful as traditional courses due to the training and support provided by the OET, ACC and IT departments, as augmented by the Committee's ongoing activities and those of CETL.

*Based upon recommendations in the Committee's 2017 report, committee should continue, if possible, their outstanding "Technology Newsletter" as a means of disseminating information about their highly successful Brown Bag Luncheon series (maybe re-offering topics that were heavily attended last time?) This Brown Bag luncheon series should also be continued, and expanded to include new topics, as they appear appropriate to the Committee.*

The Spring and Fall newsletters (attached), expertly developed by Committee members Meg Tarafdar and Eileen White, were disseminated by Committee members via departmental email lists and by the Committee Chairperson via the Faculty/Community Dialogue distribution lists.

Many thanks to Kathleen Landy and the staff in CETL for providing space and funding for lunch at this year's bag lunch seminar.

"OERs through Lumen Learning- Waymaker and Online Homework Manager" was presented on 11/15/17 to an audience of 15 faculty by Committee member Zeynep Akcay, and fellow Mathematics faculty Jonathan Cornick and Kostas Stroumbakis. Committee member Nina Sarkar, along with Wendy Ford and Christina Manzo, organized a Spring seminar for 4/18/18 on tried and tested educational technologies that are free of cost and independent of LMS. However, the meeting was postponed to Fall 2018 due to a conflict with the rescheduled (snow day) faculty meeting.

*Based upon recommendations in the 2017 report, work as much as possible with the Technology Fee Committee so that eLearning needs are considered.*

Chairperson Kolack was not informed of Tech Fee Committee meetings this year. This must be corrected next year.

*Send proposed bylaws change document to the Committee on Bylaws if this has not yet been done.*

The Committee's 2016 proposed update to the Bylaws (to reflect its current name and operations), approved by the Bylaws Committee at their September 2016 meeting but not presented to the full Senate, was finally approved by the full Senate this year and is now reflected on the college website.

*Provide input on the College's adopted standards for effective eLearning programs.*

While the eLearning Institute does this via the Quality Matters rubric, the college currently does not have adopted standards for eLearning. These standards are being developed by faculty currently/formerly teaching online courses, Kathleen Landy, Denis Bejar, and this Committee (Kevin Kolack, Peter Novick, Jeff Hall) for presentation to the Senate next year.

*Provide input on the curriculum of the e-Learning Institute conducted for faculty development.*

This was accomplished through our monthly meetings with OET director Denis Bejar. Assessment of the program by the OET is ongoing, and a new format is being tested this summer.

*Provide input regarding any general (that is, non-discipline-specific) learning outcomes assessment for eLearning courses.*

Course assessments are the same online and offline at QCC. (End-of-semester evaluations are handed out as normal in partially online courses, and are mailed to students for fully online courses.) Most faculty teaching online courses assess their courses in some fashion throughout the semester, as is advised in the eLearning Institute per the Quality Matters rubric. We expect some sort of policy or best practice to be part of the standards to be adopted at QCC, again per the QM rubric. Per last year's annual report, such standards/policies will include methods of evaluation (by students as well as peer faculty) of online courses.

*Based upon Administrative request, designate Committee representative to the Technology Fee Committee.*

As noted above, Chairperson Kolack was not informed of Tech Fee Committee meetings this year. This must be corrected next year as its recommendations directly impact eLearning at QCC.

*Monitor possible implementation of other “High Impact Activities” in eLearning*

This point warrants additional attention, in the faculty eLearning Institute and/or the policies/guidelines being developed. This was explicitly discussed at a Committee meeting in 2015-2016, and the Learning Communities HIP seems to be an ideal implementation. However, the Committee was faced with questions regarding implementing the practice. Linking face-to-face courses is already problematic enough logistically, but the HIP coordinators are making it happen. They, in conjunction with CETL, could add PNET/FNET courses into the mix for interested faculty.

*Complete approval process for re-drafted, revised and updated Committee Guide, authored by Committee Chair Kevin Kolack, 2015-2016*

As was reported in last year’s annual report, the Guide was adopted and is posted on the Committee web site.

*Maintain website with meeting minutes and agendas.*

The Committee website is maintained by the Chairperson and is up to date.

**Additional Items for the Coming Year**

The QCC IT plan was published in 2016. The Committee will need to confirm that points concerning eLearning are proceeding as planned, and insure participation on the Tech Fee Committee.

Respectfully submitted,



Kevin Kolack, Ph.D.

Committee on eLearning Chairperson