

**Committee on eLearning**  
**A Queensborough Community College Academic Senate Standing Committee**  
**Minutes of Committee meeting held February 21<sup>st</sup>, 2019, Room CETL Lab**

**Meeting called to order at 3:10 P.M.**

**In Attendance:** Kevin Kolack (2019), Meg Tarafdar (2019), Peter Novick (2020), Eugene Desepoli (2021), Zeynep Akcay (2020), Lakersha Smith (2021), Carlene Byfield (2019), Denis Bejar (OET) and Susan Lago (Steering Committee Designee).

**Not present:** Joseph Goldenberg (2021), Kathleen Landy (President's designee), Nina Sarkar (2020), Helmut Loeffler (CoC Designee) and Student Representatives (Mariam Afia Sawiba & Alex Roberts, or TBA- clarification from Steering Committee asked for).

Minutes of December 6<sup>th</sup>, 2018 – approved

- ACC/CETL update and announcements (Denis Bejar):
  - ✓ Denis recently went to an e-Learning conference in Vegas where he presented some QCC projects. 70-80% of colleges attending were using Canvas instead of Blackboard. Canvas has approached CUNY and there is a possibility that we will change our LMS. Canvas has grown exponentially in users the past few years and is reported to be more flexible and simple to use.

Old business

- Subcommittee reports/plans/changes/additions:

**Marketing of online courses** (Meg Tarafdar & Eugene Desepoli)

- (Committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)
  - ✓ Kevin reported that there are 14 FNET and 116 PNET courses offered this semester not including ST100
  - ✓ The survey of e-Learning faculty was sent to us by Kevin and it will be sent to about 130 PNET instructors via SurveyMonkey. Peter asked who would be sending it out and it will most likely be Ian Beckford.
  - ✓ Carlene mentioned that we should add a link to the guidelines to the survey. Keisha offered to review the survey and rephrase some of the questions that are vague/unclear.
  - ✓ Denis reported that there are funds to get certified by Quality Matters (QM) via a 15hr online certification.
  - ✓ Distribution list update: Kevin shared an email from Raj that reported CUNY Central is in control of emails and we still don't have access to an easy way to contact all of the students in a class. Kevin has shared a video with the QCC community on how to make a email list of students in a course, although it is not dynamic. Raj mentioned in the email that you can

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have push notifications sent to QCC students via the QCC app, but students must have the app and have push notifications turned on.

- ✓ Meg and Gene are working on the newsletter for this semester. Denis will send them a list of new features on Blackboard. Since the “bag lunch” will already have happened, feedback and key points will also be featured in the newsletter. The QCC webpage will now be used as the template for the newsletter. Kevin already has one set up.

**Brown bag lunches for online faculty** (Nina)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
  - ✓ April 10<sup>th</sup> will be the McGraw Hill Blackboard Integration event for faculty. Kevin reported that there have been issues with grading and linking courses. However, it can be used as a single sign on in Blackboard to then open Connect. If this workshop is beneficial, we can invite Wiley and Pearson in future semesters.

**Policies and Standards for eLearning at QCC** (Kevin Kolack, Kathleen Landy, Denis Bejar, Peter Novick)

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
  - ✓ The updated Guidelines with the rubric removed and an added observation report have once again been sent to the Committee.
  - ✓ Denis shared a NOVA evaluation system that he received from his Vegas conference detailing a systematic evaluation process of eLearning courses. Keisha stated that having such a system could potentially favor e-Learning courses over traditional courses which make the two types of courses uneven.
  - ✓ The committee voted unanimously to approve the Guidelines to be presented to the Senate with some friendly amendments.
- New business
  - ✓ Helmut Loeffler has replaced Liisa Yonker as the CoC Representative.
  - ✓ The Tech Fee Committee is meeting on 2/26. Susan will try to attend.
  - ✓ Student members have traditionally be absent from our committee meetings. Kevin has sent an email inquiring about our representatives and we are waiting to hear back from the senate. Kersha mentioned that shared governance with students can include a survey administered to QCC students to address their e-Learning thoughts and needs.
- **Next meeting is March 14<sup>th</sup> at 3:10 in the CETL Lab.**
- **Meeting was adjourned at 4:00 pm.**

Sincerely,

Dr. Peter A. Novick, Secretary