Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held April 12ᵗʰ, 2018, Room S-420

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

In Attendance: Denis Bejar (OET), Joseph Goldenberg (2018), Jeff Hall (2018), Dimitrios Kokkinos (2018), Kevin Kolack (2019- Chair), Peter Novick (2020- acting Secretary), Nina Sarkar (2020) & Eileen White (2019)

Not present: Zeynep Akcay (2020- maternity leave), Meg Tarafdar (2019), Kathleen Landy (President's designee), TBA (CoC designee), Naja Hougaard (Steering Committee designee), TBA (student representatives).

- Minutes of February 15ᵗʰ, 2018 – approved
- ACC/CETL update and announcements (Denis Bejar):
    - ✓ E-Learning summer workshop applications are currently being reviewed. 10 have been received and a welcome email will be sent next week.
    - ✓ Kevin, Denis and others will be attending the April 27ᵗʰ Bronx Ed Tech showcase of education technology at BCC.
- **Old business**
- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eileen White)
(committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)
    - ✓ Eileen and Meg sent the flyer to the committee members this week. Eileen will make a small edit on the left column of the first page to indicate that the quote is in referral to FNET and PNET courses.
    - ✓ Meg will meet with advisors as the end of the semester is approaching quickly and they will need to be informed on what FNET and PNET mean when they are helping students register.

Brown bag lunches for online faculty (Nina)
- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
    - ✓ Nina's Brown bag lunch for Wednesday, April 18ᵗʰ, 12-1PM will be rescheduled. Due to the snow storm, the faculty meeting and recital are scheduled for the same day and time and the lunch would most likely have a low turnout. Nina will talk to her group and contact Kathleen, the CETL and school calendars to find an appropriate date. Worst case scenario, it will be pushed to the Fall semester.

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

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- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
    - ✓ Kevin reported that a meeting will be coming up on April 16th at 2:00pm in CETL. Peter and Jeff will join him at the next meeting to help make college guidelines for e-learning. QCC is not a completely online school and FNET and PNET courses need to still meet certain standards. How does one evaluate an online course? They need to be monitored. Use the quality matters rubric?

- New business - none

- Next meeting will be scheduled for May 10th, 2018, 3:10-4pm in room S420.

- **Meeting was adjourned at 3:26 pm.**