

**QCC COMMITTEE ON ELEARNING**  
**An Academic Senate Standing Committee**  
**Minutes**  
**Meeting of September 13, 2011, in H-345 at 4:10pm**

**Attending:** Dona Boccio, Sunil Dehipawala, Sara Rofofsky Marcus (Chair), Bruce Naples (President's Designee), David Sarno (Secretary), Mangala Tawde (COC Liaison-alternate), Nekesha St. Rose (Student Representative)

**Absent:** Barbara Blake-Campbell, Melanie Sehman, Jun Shin (COC Liaison), John Gordon (Steering Committee Designee)

**1. Election of New Secretary**

Due to a class scheduling conflict, Melanie Sehman resigned as Secretary. David Sarno was elected to serve in her place.

**2. Chairperson's Report**

Dr. Rofofsky Marcus welcomed the committee members and spoke about the eLearning initiatives on the agenda for the meeting and 2011-12 academic year. She said that the eLearning Readiness Program (eLRP) would be presented at the CUNY IT Conference in early December.

**3. President's Designee Report**

a) Bruce Naples noted that the eLRP had been presented previously but that an advanced version would be shown at the upcoming conference. He presented some general goals for the eLRP including producing videos of students acting out scenarios to enhance, supplement, or supplant the content that is currently available. Three storyboards that were developed by Ed Volchok were given to an instructor who is teaching an acting class – he said he would attempt to work the storyboards into his syllabus.

b) eLearning Institutes which are supported by the administration and fund faculty development of online courses were described as unique to QCC.

c) For the eLearning Winter 2012 Institute in January, up to 11 new faculty are expected.

d) The eLRP currently has three active cohorts totaling 38 faculty developers. The 4<sup>th</sup> cohort "request for participation" will be emailed shortly.

e) An eLearning Luncheon / Showcase will be held Wednesday, November 16, 12-2:30pm in the Oakland Building. All eLearning Committee members are invited and are encouraged to spread the word. Department chairs are especially invited. The purpose is to showcase newly developed courses from the eLearning Institute.

**4. Old Business**

**a) Approval of Minutes**

The minutes of the May 3, 2011 meeting were approved with minor changes.

**b) Review of 2010-2011 Annual Report**

The report was reviewed, especially the key items for the 2011-2012 agenda.

**5. New Business**

a) Dr. Rofofsky Marcus reviewed some of the items discussed at the Sep. 13 Academic Senate Meeting with relevance to the eLearning Committee.

1. Dr. Ian Beckford had been hired by the college as the new Learning Outcomes Assessment Manager reporting to the Office of Academic Affairs. She agreed to contact him to see if he would speak at our next meeting about any plans regarding online courses.

2. As a result of the CUNY Pathways Initiative, we should expect to receive directions regarding eLearning.
  3. The SSD Office may be made more aware of the eLearning Readiness Program.
    - It was suggested that a link to the eLRP be placed on their website and that other constituencies across campus be similarly made aware of the eLRP.
  4. A discussion ensued about ways to better inform students about online courses and the eLRP. Courses may be designated as PNET or FNET, but students may not know what this indicates, or if they do, they do not know what it entails. The eLRP is designed to help, but its existence is not yet well publicized.
    - It was suggested that a certificate printed after completing the eLRP could be brought to the student's advisor to indicate that they could be registered for online courses. However, we cannot interfere in the registration process, for example, to make the eLRP a pre-requisite for enrolling in an online course. In the future, the Registrar would be willing to consider such pre-requisites for online course once the vagaries of CUNYfirst are behind us.
    - D. Boccio and M. Tawde agreed to draft a recommendation to the Registrar in an effort to more clearly identify online courses during registration and to require a certificate of completion from the eLRP before registering for any PNET/FNET course.
    - N. St. Rose, the Student Rep., asked if students could be made more aware of the eLRP. It was suggested that the committee reach out to academic advisors and the Freshman Academies Coordinators and that they be shown some of the videos once they've been produced.
  5. Dr. Rofofsky Marcus suggested that PNET courses might be useful to QCC students studying abroad so that they could continue to take classes while away from the campus.
- b) The meeting schedule for 2011-2012 was distributed and the key agenda items were reviewed. Dr. Rofofsky Marcus asked for input regarding prioritizing/grouping the items on our agenda.
1. It was suggested that they be grouped by "faculty support" and "student support"
  2. Assessment with respect to online courses was brought up and categorized as follows
    - Peer observations of faculty teaching online courses
    - Student assessment of online courses
    - Student evaluation of faculty
    - Course assessment (learning outcomes, etc.)
- c) There was a brief discussion of what topics should be included as videos in the eLRP.
- d) An email sent by Dr. Caf Dowlah regarding online courses, evaluation forms, and communication with students was discussed. His aims were to minimize administrative interference in student evaluations of online courses and to improve the efficiency of communication with students enrolled in online courses. The Committee's response included the following
- We will take up the issue of having evaluation forms sent out by the instructor instead of somebody from Administration

- When students contact instructors of an online course well in advance of its start date, an automatic email could be sent that tells them to expect their instructor to email them one week before classes start

S. Dehipawala offered to draft a note and send it to the committee for review before sending it on to Dr.Dowlah.

- e) During a discussion about student usage of Tigermail, B. Naples stated that it will only be used widely if the faculty require its use. In other words, faculty should only contact students via their Tigermail addresses and they should not accept emails sent from non-Tigermail accounts. D. Boccio offered to draft a note to the faculty with words to this effect.
- f) Regarding the CUNY Master Plan, Bruce Naples recommended that members of the eLearning Committee attend the Campus Conversation on Thursday, September 22, 2011 in the Oakland Dining Room from 3:00 pm to 5:00 pm. The College must respond to it and input is needed.

The meeting adjourned at 5:40pm by unanimous decision.

Respectfully submitted,  
David Sarno  
Secretary, eLearning Committee