

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held February 19th, 2015, Room H345

Meeting called to order 3:08PM

In attendance: Denis Behar (ACC), Jodie Childers, Edward Davis, Nidhi Gadura, Julita Haber (chair), Kwang Kim, Kevin Kolack (secretary), Bruce Naples (President's designee), Barbara Saur, Eileen White

Not present: Dona Boccio (CoC designee) (jury duty), James Cutrone (leaving QCC)

- Review of December 11th, 2014 minutes – approved with no changes
- Kevin will contact Dona about getting a replacement for Jimmy to join the Committee
- Bruce Naples notified the Committee in advance that he would be late (concurrent meeting), so Denis began his report
 - Blackboard update
 - First workshop yesterday (13 attendees)
 - SafeAssign has been integrated; there is a “student preview” button
 - There is a file repository from which you can link- it is no longer necessary to publish files in a specific class
 - More workshops upcoming (including one online)- topics include grade center, etc.
 - There is an ACC staff person on the CUNY Accessibility Committee; best practices for online classes had their first meeting 2 days ago
 - May present at the CUNY Accessibility Conference
 - Bruce noted that the eLearning Initiative Cohort VIII applications had been sent out by Paul Marchese
 - Reminded us that anyone who has been through the Institute in the past is always welcome to attend session(s) they see of interest or want a refresher on
 - Since some people may want to attend only some sessions, having that info available will be good (see updating the web site (IV) below)
 - Surveys will be sent out soon regarding assessing the eLearning Institute itself (though some assessment is already done as part of the Institute itself) as well as

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implementation of online classes

- Karen Steele and the Gen. Ed. Assessment Committee are interested in this data
- Also, want to assess Student Learning Outcomes- not to be published- for QCC use only
- Compare to national standards and maybe to folks teaching online but who didn't go through the Institute (though the n here is very small)
- Thinking of adding concurrent sessions to the Institute to perhaps lessen the volume of information presented and/or allow attendees to customize their experience
 - Based on Institute assessment results
 - Might allow for more hands-on work and more specialization
 - Danger is that attendee might not be exposed to something valuable about which they are unaware
- Voice Thread should be integrated into Bb by June
- LB16 will have part made into a "1-Button Studio" (not our idea- a few other schools have done this; though we are at the forefront of what will likely be a huge number)
 - Julita suggested those with "shyness" have workshops to overcome
 - Bruce said that there are "some new tricks coming" to the Institute
 - The Committee will have a field trip to the Studio at its May meeting
- Reports of progress from the five subcommittees

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| I. Improve the E-learning Readiness Program (i.e., replace text via media, engage students & professors, coordinate with the video recording studio, assess videos) | Kevin Kolack & Eileen White |
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- Nothing to report
- Will present a draft of text changes at the next meeting

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| II. Marketing of online courses (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses) | Nidhi Gadura & Jodie Childers |
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- Flyer held per Ann Tulio's advice
- Department Chairs have to report correct designation to Ann

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- Multitude of dropdown menu choices on CUNYFirst is confusing, even to us- e.g., how does “hybrid” differ from “partly online”?
 - o There was some discussion regarding who this flyer is targeted to: department chairs, Academy advisors, students? This one is for Academy advisors.
 - o WE will lump them together to reflect traditional QCC use and rework the flyer
 - Department chairs will be encouraged to limit the number of designators used (e.g., we will not use “hybrid”)
- Flyer can be added to ST100 and the Freshman Orientation packet

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| III. Brown bag lunches for online faculty (i.e., coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education) | Barbara Saur & Ed Davis |
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- First one was tentatively scheduled for next week (2/25/15), but that was decided to be too soon
- Flyer, if printed, has to be approved by Marketing- may only email to avoid
- College calendar (online) must be consulted before choosing a date
- LB24 and L117 can be available (check with Bruce)
- New plan is for March 18th in L117, from noon to 2PM (Bruce cleared room schedule)

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| IV. ELearning institute Webpage (i.e., update the E-learning Institute webpage, work closely with Denis Bejar) | Kwang Hyun Kim |
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- Keeping it simple using current style/template (copied Faculty & Staff template)
 - o Marketing should not have to approve since template already approved
- Dummy data will be inserted soon
- Files in Kwang’s directory- can be copied to the Institute’s folder when he is given file permissions
- Committee agreed it looks great!

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| V. Embed health videos on the E-learning Website (i.e., select links and recommend fitness program to enhance e-Learning, coordinate the effort with the Health Department, update the website, promote healthy learning online) | Julita Haber |
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- Research articles presented by Julita
 - o Most online readers do not scroll at all
 - o Most readers get the bulk of their information from pictures/video over text, which has ADA implications
 - o Most readers skim instead of deep reading
 - o This has implications across all of our online courses
 - Health videos may help enhance reading
 - Best practices in online education suggest taking breaks- perfect for short exercise video
 - Bruce discussed an MIT study where video outlines were crowdsourced enabling students to more easily locate portions of long videos they needed/wanted to review
 - o <http://campustechnology.com/articles/2015/02/12/research-outlines-improve-learning-from-videos.aspx>
 - Bruce also mentioned Educannon, which lets you insert pauses (for quizzes, exercises, etc.) into a recording
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- The meeting ended at 4:11PM.

 - Next meeting is scheduled for Thursday, March 12th, 2015 , 3PM- room TBA