

**Committee on eLearning  
A Queensborough Community College Academic Senate Standing Committee  
Minutes of Committee meeting held December 11, 2014, Room H345**

**Meeting called to order 3:15pm**

**In attendance:** Dona Boccio (CoC designee), Edward Davis, Nidhi Gadura, Julita Haber (chair), Kwang Kim, Kevin Kolack (secretary), Barbara Saur, Eileen White

**Not present:** Jodie Childers, James Cutrone, Bruce Naples (President’s designee)

- Munchins were eaten; holidays wishes were shared
- Review of November 20<sup>th</sup> , 2014 minutes - approved
- Bruce Naples was absent (prior meeting ran long) and emailed his report (attached) after the meeting
- Subcommittee II name change was made
- Kevin discussed his attendance at the CUNY IT conference; some of this committee’s activities should be presented at next year’s conference
- So far, everyone is OK with meeting Thursday afternoons next semester, though schedules are still not finalized for some
- Reports of progress from the five subcommittees

<b>I. Improve the E-learning Readiness Program</b> (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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- Bruce sent Module 3 materials from last year’s committee- very little was done; will repeat; have given up on finding any additional Modules from prior committee
- No progress getting students involved
- Powtoon (still incomplete) of Module 4 and mockup of Module 4 (attached) web page showing minimal changes to page layout (to minimize work required of Denis) approved by committee
- A “check my computer” link (giving browser, OS, etc) should be added to Module 4
- Need to schedule meeting with Bruce/Denis to discuss implementation so that work is not duplicated again, nor effort wasted on things which will not be implemented
- Very early in the readiness program (Module 1!), expectations should be laid out in plain language, eg- “online does not equal easy” and “online will take as much time if not

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more time than a face to face class” or “while you will not spend as much time on campus for an online class (or any for a FNET?) as a face-to-face class, you must have the discipline to devote as much (if not more!) time than for a regular face-to-face class to your online class”

<b>II. Marketing of online courses</b> (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Nidhi Gadura & Jodie Childers
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- The meeting that took a month to set up with Marketing was cancelled the day of by Marketing (Wed before Thanksgiving); tentatively rescheduled for 12/16/14
- Registrar Ann Tulio says that nothing has been decided regarding any new designations (PNET, FNET, etc) in CUNYFirst, so we (this committee and QCC) will proceed as usual
- Advisors (especially in the Academies) may be part of the problem since *they*, and not the students, are often doing the registering; Advisors need education; Nidhi will start to meet with them 1 academy at a time in January; an educational flyer will be generated ASAP
- Reinforcing the note for subcommittee I, BMCC requires a certain GPA to register for online courses

<b>III. Brown bag lunches for online faculty</b> (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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- Flyer for first one in Feb being generated soon for distribution shortly after Spring semester starts; will be asking for RSVP for head count (to choose room; planning)
- Magna 20 minute seminar “What kinds of questions encourage student interaction?” planned as base for first lunch, but a web site upgrade has resulted in an error- we get a \$49 paywall when trying to watch this video; checking with Bruce and working with Magna customer support
- ACC available via Bruce (as are funds to pay for dessert/beverage), or if larger crowd or want to avoid having to look over monitors, perhaps request room H349 from Amy

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<b>IV. ELearning institute Webpage</b> (i.e., update the E-learning Institute webpage, work closely with Denis Bejar)	Kwang Hyun Kim
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- Kwang has experimented with templates in QCC web server (Cascade) after chatting with Dave Moretti; will contact Denis to discuss what ACC wants on site and general layout
- Probably cannot alter templates in use on Cascade (approved by Marketing)

<b>V. Embed health videos on the E-learning Website</b> (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 & James Cutrone
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- Links to videos being researched/collated
  - Work-in-progress document shared with group (attached)
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- The meeting ended at 4:02 PM.
  
  - Next meeting is scheduled for Thursday February 19, 2015 , 3PM- room H345

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Report from Bruce Naples (via email)

**Our CUNY IT Conference presentation:** Denis Bejar, Aradhna Persaud, Mark-Anthony Carpenay and myself

- We conducted a hands-on SoftChalk workshop
- The workshop was well attended and very well received
- Denis and I briefly discussed our need to do more eLearning presentations, both at QCC and elsewhere. We would like to present along with faculty members who are using instructional technology in their courses whether Web Enhanced, Blended, or Fully Online. Maybe the Committee could help us in this endeavor. I think it would be a win-win for all involved.

**Blackboard December Upgrade is now scheduled to take place**

- The upgrade will begin at midnight on December 29th, 2013 and is expected to be completed by the end of business on December 30th, 2014.
- QCC IT has given the OK to install Starfish Building Block in the Blackboard production environment. It will be added during the upgrade.
- The SoftChalk Building Block is currently being evaluated and it may be added to the Blackboard production environment during the next upgrade

**Blackboard Content Management System (CMS):**

- QCC Librarians are currently evaluating the Library Content folder in the Bb CMS.
- The library Content folder can be used as an e-reserve system but the storage space is only 5GBs
- At the CUNY Library meeting, librarians discussed creating a Library Content naming scheme for the top level (or top 2 levels) folders to create uniformity across all the CUNY libraries and to allow for the sharing of instructions.
- In conjunction with the Library staff, the QCC Blackboard Support Team has created a module for QCC Library – OneSearch in Blackboard. This module can be easily integrated into any Blackboard course. QCC Blackboard Support team will be creating hand-outs that will include the instructions on how to add this module to the courses.