

**Committee on eLearning**  
**A Queensborough Community College Academic Senate Standing Committee**  
**Minutes of Committee 3PM, May 11<sup>th</sup>, 2017, Room L-313**

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

**In Attendance:** Zeynep Akcay , Denis Bejar (OET), Aviva Geismar, Kwang Kim, Kevin Kolack (Chair), Kathleen Landy (President's designee), Hamid Namdar, Sharon Reeves, Barbara Rome, Meg Tarafdar, George Weissinger (Steering Committee designee), Eileen White

**Not present:** Dimitrios Kokkinos, Peter Novick (new member), Nina Sarkar (new member) Xiao Wang (student representative), Zi Xuan Yi (student representative)

**AGENDA**

- Welcome and Introduction of new and returning members
- Review and Approval of March 23<sup>rd</sup>, 2017 minutes
- Hamid Namdar was elected Chair of the ET department and must resign from the Committee; Kevin will ask the CoC for a replacement; Aviva will record the minutes of this meeting
- ACC/CETL update and announcements –
- Kathleen Landy's report – Kathleen leading pre-eLearning Institute meetings for mentors. Denis working to formalize structures for eLearning mentors. Review of split in ACC. Mark Kaputka heads the portion of the department working on hardware and maintenance. This team reports to Glenn Burdi. Denis and his team are working on educational applications such as Blackboard and are now part of CETL.
- Kathleen and Denis are working through the summer on eLearning policies which should be in place before Middle States Accreditation review.
- Kathleen and Andrea Salis attended Middle State Conference on eLearning. Useful information from conference – middle States has a list of "9 Hallmarks of Quality Online Education".
- Denis' report – In July Blackboard is doing a UUID conversion so that users will need to enter their empl ID. Denis planning to possibly attend Online Education Conference at John Jay on May 12<sup>th</sup>. Denis attended Conference at Bronx CC.

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- Old business
- Subcommittee reports/plans/changes/additions:

<b>I. eLearning Readiness Program</b>	Kevin Kolack & Kwang Hyun Kim
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- tabled

<b>II. Marketing of online courses</b> (i.e., committee flyer; design and implement a marketing campaign at QCC for higher recognition of online courses)	Meg Tarafdar & Eileen White
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- ongoing; flyer published; newsletter published

<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)	Hamid Namdar & Barbara Rome
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- successful one April 5<sup>th</sup> with a dozen attendees

<b>IV. 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)	Aviva Geismar
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- completed

<b>V. Policies and Standards for eLearning at QCC</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)	Kevin Kolack Kathleen Landy Denis Bejar Barbara Rome
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- in progress

- New business

- ✓ Election of officers for 2017-2018

- Chair- Kevin Kolack was elected unopposed

- Secretary - Zeynep Akcay was elected unopposed

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- ✓ Thank you to leaving committee members - Kwang Kim, Barbara Rome, Hamid Namdar, Sharon Reeves
- Next meeting scheduled for September 14<sup>th</sup>, 2017, in room L-313