

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held November 15th, 2018, Room CETL Lab

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

In Attendance: Kathleen Landy (President's designee), Kevin Kolack (2019), Meg Tarafdar (2019), Peter Novick (2020), Eugene Desepoli (2021) Joseph Goldenberg (2018), Nina Sarkar (2020), Denis Bejar (OET), and Susan Lago (Steering Committee Designee).

Not present: Zeynep Akcay (2020), Lakersha Smith (2021), Carlene Byfield (2019), Liisa Yonker (CoC designee) and Student Representatives (Mariam Afia Sawiba & Alex Roberts).

- Minutes of October 11th, 2018 – approved by unanimous vote with a typo (to be corrected)
- Liisa Yonker teaches on Thursday afternoons. Kevin Kolack asked her and Helmut Loeffler (Chair of the CoC) for a replacement if the CoC wants an active member, but received no reply
- OET/CETL update and announcements (Denis Bejar):
 - ✓ The end of the semester is nearing and this means that Blackboard is going to have an upgrade. An email will be sent to faculty about Blackboard downtime.
- Tech Fee Committee Update (Susan Lago)
 - ✓ \$3M QCC budget, old computers get recycled, 15 podia to be replaced by a new and cheaper vendor, \$24K available for special projects, student "iPad kiosks" to be made more handicapped accessible (SGA suggestion), and 2018 budget summary is not online due to it not being ADA compliant.
 - ✓ Zeynep will attend the next meeting in November and ask "If e-Learning is to be expanded, how much tech fee support will it get?"

Old business

- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eugene Desepoli)

(Committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)

- ✓ Meg reported that she went to the advisors' meeting on the 14th of November, talked about PNET and FNET, and sent material to student advisors to better prepare students for registration.
- ✓ Meg is finalizing the e-Learning newsletter and asked for help from several committee members. She will advertise the OET classes to be offered in the Spring, and Denis will provide information on the new feature of the blackboard update. This will be shared with Eugene. Nina mentioned that text publisher materials (ex. Pearson) are now available through Blackboard and may be easier and cheaper for students to access. Denis reported

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that there is a lack of support for this initiative as there is only currently 1 campus representative to help students and faculty. This could be a potential “brown bag” faculty development lunch/workshop for the spring semester.

Professional Development lunch seminars for online faculty (Nina Sarkar)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
 - ✓ October 31st had an attendance of 14? People. It went well and Eugene mentioned that he already used Kahoot in his class. There is a list of Magna topics in the prior months’ minutes that can be revisited/updated as they may be out of date.

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

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
 - ✓ The goal is to have a vote on the new guidelines on our December 6th meeting.
 - ✓ Kevin mentioned a need for a closing paragraph. Kathleen suggested that we add information on how this is a first attempt, we are open for suggestions and to contact us. The goal is to keep e-Learning in compliance with the school’s mission statement, middle states guidelines and our individual program’s goals.
 - ✓ A date for annual revisions will be the end of the Spring.
- New business
 - ✓ Charges have been received.
 - ✓ A survey of the online faculty is being developed. Patricia Canale from the registrar will be contacted to find out what questions will help our students and the e-learning courses.
- Next meeting is December 6th at 3:10 in the CETL Lab.
- **Meeting was adjourned at 4:06 pm.**

Respectfully Submitted,

Dr. Peter A. Novick, Secretary