Meeting called to order at 3:13 P.M.

In Attendance: Zeynep Akcay, Kevin Kolack, Denis Bejar (OET), Dimitrios Kokkinos

Not present: Aviva Geismar, Kathleen Landy (President's designee), Meg Tarafdar, Eileen White, Nina Sarkar, Jeff Hall, Peter Novick, TBA (CoC designee), Naja Hougaard (Steering Committee designee), Anjalie Gaba & Stephanie Morales (student representatives)

AGENDA
- Minutes of November 15th, 2017 – approved unanimously though the meeting lacked a quorum to make this official
- The eLearning committee meeting will continue to be held at 3pm on the Thursdays that the Senate meets in Spring 2018. Dates TBA when the Senate announces their meetings.
- ACC/CETL update and announcements:
    - ✓ OET team presented at the OER meeting at Mercy College.
    - ✓ Denis is developing a more animated eLearning Readiness program that will be embedded into FNET and PNET courses so that the grades will be available in grade center and the student can not enter information incorrectly resulting in the instructor not knowing they completed the program (which happens with the current system).
- Old business
- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eileen White)
- (committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)
- The newsletter is ready to be published.
- Meg met with ALL of the advisors to discuss advising for PNET and FNET courses.

Brown bag lunches for online faculty (Nina Sarkar)
- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
    - ✓ Nina has organized a Brown bag lunch for April 18th .
    - ✓ Another Brown bag lunch in February and /or March might be organized.

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

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
  - ✓ Work is still ongoing.
  - ✓ Kevin has asked Elisabeth in institutional research for a comparison of success of PNET/FNET courses vs face-to-face courses, with a breakdown in the statistics for class standing (Freshmen/new students vs. advanced).
  - ✓ Kevin will meet with Tim Lynch to discuss the possibility of blocking 100 level courses. An option is to leave the decision to the department chairs.

- New business
  - ✓ Aviva is resigning due to a teaching conflict. Kevin has asked the COC for a replacement who does not teach at our meeting time.

- Next meeting will be scheduled for February, 2018- date and room TBA.

- **Meeting was adjourned at 3:38 pm.**