Meeting called to order 3:10PM

In attendance: Aviva Geismar, Kwang Kim, Kevin Kolack (Chair), Hamid Namdar (Secretary), Sharon Reeves, Barbara Rome, Meg Tarafdar, (CoC designee), George Weissinger (Steering Committee designee), Eileen White, (student representative)

Not present: Dimitrios Kokkinos, Kathleen Landy (President’s designee), Denis Bejar (ACC)

AGENDA
- Review of October 20th, 2016 minutes was approved
- ACC update and announcements- no new updates
- Old business
  - eLearning Newsletter- Meg will be looking at possibly producing one by the end of the month
  - we should add brown bag event to the news letter
- Subcommittee reports/plans/changes/additions:

  I. eLearning Readiness Program
     Kevin Kolack & Kwang Hyun Kim
     - Kevin & Denis added to updated Hostos program- student self-enroll in the program
     - One question would be “Is eLearning for you?”
     - Denis meeting with Hostos people in December

  II. Marketing of online courses
      (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)
      Meg Tarafdar & Eileen White
      - Is ongoing

  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)
       Hamid Namdar & Barbara Rome
       - First one 11/30- “In blended courses, what should students do online?”
       - Would show a magna 20 minutes video about the above topic and discuss it after.
       - Website---- http://www.magnapubs.com/online/mentor/
       - CETL would provide some snack for the event and will take place in CETL meeting room.
Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held November 10th, 2016, Room L-313

IV. **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)

- Collecting and viewing health videos to determine which ones to include
- Aim to have 6 to 8 videos on the topic
- We should encourage students to review it

**New business**

- It seems there is no standard on eLearning Policies, Guidelines and Best Practices
- Hostos and Mercy College might already have the standards
- Kevin will create a google document for the production of Policies, Guidelines and Best Practices for eLearning
- Tech Fee Committee meeting 11/15/16, 3PM, A-303 proxy? - Hamid will attend this meeting.
- How would we be evaluating the on-line courses

**Next meeting scheduled for February 16th, 2017, in room L-313**

Meeting ended at 3:40PM
Submitted by: Hamid Namdar