Meeting Attendees:
Barbara Blake-Campbell (chair), Cheryl Meddles-Torres (secretary), Susana Alaiz-Losada, Jean Amaral and Julita Haber, Bruce Naples and new members: Caf Dowlah, Edward Davis

- Review of Minutes/Approval
- Member Revisions
  - Resignations:
    - Dona Boccio
    - Anita Ferdenzi
  - Student designees:
    - Jeffrey Torres
    - Robin Fabrice
- E-Learning Readiness ST-100
  - Jean Amaral: met with Jean Pierre
    - not 100% of faculty collect certificates
    - 300 ST-100 sections
      - Plan to reinforce 100% compliance for faculty in ST-100
      - resource Dr. Wilma Fletcher-Anthony- appointment to meet
        - plan to see if possible to simplify e-learning readiness
          - currently long and wordy
          - break down into sections
          - allow for uploading and send as e-mail attachments
- Marketing Strategies
  - Susana Alaiz-Losada, Jean Amaral, and Cheryl Meddles-Torres meeting with contact Steven Di Dio (marketing head)
    - Improve E-learning search for information on E-Learning on QCC search
    - Contact David Moretti to update QCC web content
      - First need to decide what content needs to be updated
    - Discuss with student advisors and Robert Park about e-learning
- Investigation on PNET/FNET
  - Julita Haber met with Susan Madera
    - Assessment
      - Survey monkey
        - Determine what is to be assessed prior to launching survey
          - Evaluate e-learning courses and experiences
      - Create a standard evaluation tool for both PNET/FNET courses
        - Currently, 85 sections online
      - Learning outcomes assessment
• Collect information-de-identify information and use for future publications

• Students from Dr. Emily Tai-for E-learning committee
  o No new names as replacements

• Bruce Naples
  o Reported on George Otte’s (University Dean of Academic Computing) visit to QCC. Discussed were:
    ▪ QCC’s current number of online courses – see below
    ▪ Our method of designating online courses within CUNYfirst (PNET, FNET, etc.)
    ▪ Our eLearning Institute
    ▪ CUNY’s offer of assistance for increasing our online-course footprint
  o Reminder: Cohort VII of the E-learning Institute will take place in June 2014 – applications will go out shortly
  o Report – QCC’s current level of Blackboard use:
    ▪ Blackboard shells=2800 this semester
    ▪ 1023 activated by teachers
      • Majority were web enhanced face to face courses
      • 64 PNET courses
      • 10 FNET courses
      • QCC is the only CUNY Campus that designates online courses within CUNYfirst
    ▪ Report: OAA has begun assessment of grades and student retention in eLearning Institute courses

• E-learning luncheon 11/13/2013
  o 14 candidates presented including: Jean Amaral

• New Business
  o Evaluate module #1 and determine what multimedia can be added
  o Proposals distributed by Caf Dowlah for e-learning committee

Next meeting on 12/12/13 at 2:45 pm in room M-362

Meeting Adjourned at 4:12PM
Minutes respectfully submitted by
Cheryl Meddles- Torres