QCC COMMITTEE on eLEARNING
An Academic Senate Standing Committee
Minutes of the Meeting of December 12, 2013, in M-362 at 2:47pm

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

- Review of Minutes/Approval
  - 11/14/13 minutes

- E-Learning Readiness ST-100
  - Jean Amaral: spoke with Jennifer Klein- (corrected from previous minutes- not Dean Jean Pierre)
  - Meeting with Dr. Wilma Fletcher-Anthony
    - Due to Academic freedom-
      Not all counselors guide/direct their students go through the eLearning Readiness Self Assessment.
      - ST-100 remains as 10 classes/5weeks PNET9 with 50% face-to-face. No new changes- at this time - possibly make into a 7-week course.

- Advisement for ST-100 E-learning readiness program
  - Barbara Blake-Campbell and Susana Alaiz-Losada
    - Met with Robert Park from Advisement
    - Possible solutions recommendations-
      - Students to take E-learning during advisement to decide if they are interested in PNET/FNET courses
      - Committee members discussed possibility of distributing book Marks with concise information explaining PNET/FNET

REVIEW OF ON-LINE LANDING PAGE
- Committee critiqued the On-line learning Landing page concerning PNET/FNET courses. Noted areas of redundancy.
- Once landing page is revised then Steven DiDio can use contents for Electronic Signage.

DECISION ON LANDING PAGE REVISION:
- Clearer description of PNET/FNET courses.
- Make explanation of PNET/FNET courses more prominent by inserting at the
top of the listing of on-line courses.
  o  Modify Special section designation
  o  Bruce Naples to discuss revisions with Webmaster, Dave Moretti.

**Other SUGGESTIONS to alert students of the importance of ELearning Readiness:**
Contact Registrar’s Office to send out automated email to students regarding PNET/FNET courses and recommend that they should take E-learning readiness. [Barbara Blake-Campbell will make Contact]

- **REVIEW of Module #1 of ELearning Readiness – IN progress**

  PLAN: Simplify content

- **Bruce Naples- President’s Designee Report**
  o  Blackboard 9.1 enhanced
  o  New tools
  o  Faculty workshops
  o  E-learning institute cohort to be announced during new faculty

Next meeting scheduled for o 2/13/14 at 2:45 pm in room M-362
Meeting Adjourned at 3:57 PM

*Minutes respectfully submitted by*
*Cheryl Meddles- Torres*