Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Agenda for Committee meeting to be held March 10th, 2016, Room L-117

Committee Members: Dona Boccio (CoC designee), Caf Dowlah (Steering Committee designee), Nidhi Gadura, Aviva Geismar, Kwang Kim, Dimitrios Kokkinos, Kevin Kolack (chair), Hamid Namdar (secretary), Bruce Naples (President's designee), Sharon Reeves, Barbara Saur, Yaguang Wei (student representative), Eileen White

AGENDA

- Review of February 18th, 2016 minutes

- Bruce Naples update and announcements

- Subcommittee reports/plans/changes/additions:

I. **eLearning Readiness Program**	Kevin Kolack & Kwang Hyun Kim

- no progress to report

II. **Marketing of online courses** (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Nidhi Gadura & Eileen White

- Kevin is getting an updated list of faculty teaching online (any designation) from Beth Gordon (update- not yet provided)

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)	Barbara Saur & Eileen White

- Next bag lunch scheduled for April 13th

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)	Aviva Geismar

- Library Committee meeting Wednesday 4/20 at 12:20pm in L224

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V. **Update committee guide**	(started by Kevin)

- Aviva is looking it over

- In general, collaborations with other committees?

- Revisit some of the Steering Committee charges:
  - ✓ Recommend to the registrar that online courses be better identified in CUNYfirst.
  - ✓ Meet with the Marketing Committee, to review possible ways to identify elearning for students, and advertise strengths of program to non-traditional students.
    - × Making the eLearning Readiness Program an actual pre-requisite for online courses, which apparently is not currently easy to do. (they're right- not easy/possible)
  - ✓ Making the eLRP as a part of ST-100; which is moving to a fully online course.
    - × Possibly including an online assignment that would further prepare students (?-part of eLearning Institute)
    - × Emphasizing the importance of using tigermail account to students and faculty
  - ✓ Review effectiveness of Student e-Learning Readiness Program (eLRP) as currently developed.
  - ✓ Continue brown-bag series for faculty on effective online teaching
    - × A session on effective assignments for web-enhanced instruction might also be useful. (part of eLearning Institute)
    - × Monitor the situation for the website's support of mobile devices and
    - × the ability of faculty on the eLearning Committee to import their work to the QCC website (???)
  - ✓ Continue to refine the excellent flyer on studying and fitness, and look for ways to disseminate it to the campus population, possibly in concert with the Committee on the Library and the Committee on Student Activities
    - × Provide input on the college's adopted standards for effective eLearning programs
  - ✓ Provide input on the curriculum of the e-Learning Institute conducted for faculty

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development

- × Provide input regarding learning outcomes assessment for eLearning Courses

- × Monitoring reliability of Blackboard and Epsilen, and provide advice to the college community when appropriate (Denis is doing fine!)

- × Develop protocols of departmental evaluation such as peer observations for PNET and FNET classes (Is this possible? We've discussed.)

- × Review the procedure for Student evaluations of faculty teaching PNET classes (we've discussed- there aren't any; should we propose something to the Senate?)
- × If needed, present resolutions restricting class size for eLearning classes (not needed)
- × Monitor implementation of E-portfolios, as a "High Impact" activity for the Academies (???)
- × Monitor possible implementation of other "High Impact Activities" in eLearning (we discussed that LCs would be good; how do we encourage faculty?)
- × Collaborate with Committees on Academic Development and Computer Resources in support of workshops to support instructional technology, as well as support for faculty writing technology-related grants
- × Possible additional collaboration with the committees on Continuing Education; Curriculum; regarding the role course delivery might play in structuring course content; as well as Departments (for curriculum-specific best practices & development of more hybrid and asynchronous on-line courses

- × Request from the Office of Academic Affairs, assessment of the following areas: eLearning Readiness Program, ACC

Next meeting scheduled for April 14ᵗʰ, 2016, L-117