Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held 3PM, March 23rd, 2017, Room L-313

Meeting called to order at 3:15PM

In attendance: Aviva Geismar, Kwang Kim, Kevin Kolack (Chair), Kathleen Landy (President's designee), Hamid Namdar (Secretary), Sharon Reeves, Barbara Rome, Meg Tarafdar, _____ (CoC designee), George Weissinger (Steering Committee designee), Eileen White

Not present: Dimitrios Kokkinos, Xiao Wang (student representative), Zi Xuan Yi (student representative)

AGENDA
- Review of Feb 16th, 2017 minutes was approved

- ACC/CETL update and announcements- No new updates

- Old business

   -Kevin K stated that eLearning readiness program at Hostos College is moving forward with their across campus deployment of it. Lehman and Bronx Community College are going to do the same next semester and they are presenting at the Annual CUNY Online Education Conference May 12, 2017 at John Jay.

   -Committee members decided to have subgroups to work on eLearning policies and guidelines. This new group will be group five. Kevin, Kathleen and Barbara will be looking into it.

- Meg T developed and presented the eLearning Newsletter template to members. Eileen W will assist with the Newsletter. The eLearning Newsletter will consist of the following information- Technology Updates, Faculty Technology workshops, and resources for eLearning development. Members mentioned that The Newsletter would be ready within next two weeks and it will be in PDF and emailed to everyone on campus.

- Subcommittee reports/plans/changes/additions:

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

- Hostos program update- is moving forward with their across campus deployment. Their eLearning program is based on QCC model.

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held 3PM, March 23rd, 2017, Room L-313

II. **Marketing of online courses** (i.e., committee flyer; design and implement a marketing campaign at QCC for higher recognition of online courses)	Meg Tarafdar & Eileen White

- eLearning Committee Newsletter will be prepared by Eileen White and Meg Tarafdar on behalf of the Committee and in it will be marketing the online courses.

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

- Next brown bag is scheduled for Wednesday April 5th, 2017, in the CETL boardroom. Topics and discussion will be "How do I convert a face-to-face class to online?" and eLearning members will demonstrate their own online courses in Blackboard.

- Members suggested to also put this event on QCC calendar on the college website.

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

- A web page was created for the health videos and will also be mentioned in the new Newsletter
- The health videos explored by Aviva G are on the following website.

http://www.qcc.cuny.edu/governance/academicsenate/elearning/studyexercise.html
Here are some examples of the videos:
10-minute Circuit Training from QCC's Health Faculty members, Lana Zinger and Alicia Sinclair
10-Minute Basic Aerobic Exercise Video
10-Minute No-Equipment Home Workout- Demanding/Aerobic/Full Body Exercise
10-Minute Full Body Workout

- New business
  - Kevin K announced that John Jay will be hosting the 3rd Annual CUNY Online Education Conference on Friday, May 12, 2017. This year's conference title is "The Virtual CUNYverse: Developing Synergies among CUNY Colleges to Support the Online Initiative"

  - Kwang K stated that City College will launch a CUNY wide online course that every CUNY student will be able to take and every CUNY college should accept the credits. SUNY also has something similar called Open SUNY.

- Next meeting scheduled for April 6th, 2017, in room L-313 at 3:00pm

  Meeting ended at 4:00pm

  Submitted by: Hamid Namdar