

**Committee on eLearning  
A Queensborough Community College Academic Senate Standing Committee  
Minutes of Committee meeting held November 10<sup>th</sup>, 2016, Room L-313**

**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 20<sup>th</sup>, 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:

<b>I. eLearning Readiness Program</b>	Kevin Kolack & Kwang Hyun Kim
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- 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

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

<b>III. Brown bag lunches for online faculty</b> (i.e., coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)	Hamid Namdar & Barbara Rome
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- 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.

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<b>IV. Embed health videos on the E-learning Website</b> (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
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- 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 16<sup>th</sup>, 2017, in room L-313

Meeting ended at 3:40PM

Submitted by: Hamid Namdar