Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held April 14th, 2016, Room L-117

Meeting called to order 3:10PM

In attendance: Nidhi Gadura, , Aviva Geismar, Kwang Kim, Dimitrios Kokkinos, Kevin Kolack (chair), Hamid Namdar (secretary), Bruce Naples (President's designee), Sharon Reeves, Barbara Saur, Eileen White

Not present: Caf Dowlah (Steering Committee designee), Dona Boccio (CoC designee), Yaguang Wei (student representative)

- Review of March 10th, 2016 minutes was approved with some minor changes
- Bruce Naples report and update on following items

Blackboard:
- The following Third-party tools are made available by attaching them to via Bb building block or LTI:
- Existing: VoiceThread, SoftChalk, PlayPosit (formerly EduCanon), and Starfish. We have requested that these be automatically activated in every QCC course shell starting in Fall 2016
- Turnltln, a plagiarism detection program similar to SAFE Assign is still being tested in the Blackboard Staging Environment
- It is still our hope that Digication will be activated sometime before FA16
- Fall 2016 course shells should be available by July 1st

Other Items:
- Previously reported Blackboard bugs have not-yet been resolved:

  1. The Default display order for discussion forum entries has been set to "List" rather than "Tree" view. This must be manually set to "Tree" every time one reads and responds to a post.
  2. When you create a VoiceThread Assignment you must leave the text area below the assignment-link empty or an error will occur when the link is clicked. This is a known bug in Blackboard.
- SoftChalk has announced a major upgrade to SC1O. We will be introducing its new features at our SoftChalk workshop - see below for the dates.

eLearning Institute:
- Cohort lX of the eLearning lnstitute began on January 29th with 12 participants. It is being conducted on Fridays from 10AM-2PM throughout the spring 201-6 semester.

- So far it is going very well. Using this new Friday format has allowed participants to develop more materials that they will actually use in their courses.

ACC Workshops:
- The Academic Computing Center is now offering several new hands-on instructional technology workshops.
- You can register here: https://www8.qcc.cuny.edu/workshops/eu-workshops-attendees-register.aspx
- **VoiceThread:** Collaborative Learning for Every Modality & Discipline-Wednesday, May 4, 10-12:30,L-117
- Enhancing instructional Videos with **PlayPosit** (formerly EduCanon) & TED-ED-Thursday, May 5, 10-I2:30, L-117
- Blackboard: What's NEW-Tuesday, May 10, 11am-1pm - L-117
- **EXCEL** Brush-up-Wednesday, May 11, 10-12:30PM -L-117
- The NEW **SoftChalk 10** - Building lnteractive Lessons-Thursday, May 12, 10am-12:30pm, L-117
- Blackboard: End of Semester Best Practices-Tuesday, May 17, 11am-1:00pm -L-117
- WORD Brush-up-Wednesday, May 18, 10-12:30PM -L-117

Please register and join us, and encourage your colleagues to register as well.

- **Subcommittee reports/plans/changes/additions:**

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

- CIRG grant submitted; seek input of the ACC

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

- Nothing new

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

- April 13th bag lunch- went well, 10 people came. President Call attended the event. To increase participation we should provide lunch.

- Topic was be VoiceThread;

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 likely postponed due to Chair's meeting?

- Health Faculty might have some health video about the topic.
- Check education sites for video.
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V. **Update committee guide –** One of Steering Committee charges	(started by Kevin)

- Aviva is looking it over the eLearning committee guide.

New business-

- Kevin Kolack wrote the following Memorandum to Academic Senate Steering Committee to proposed Amendment to the bylaws of the academic Senate.

Queensborough Community College
Committee on eLearning
A Standing Committee of the Academic Senate
MEMORANDUM

TO: Academic Senate Steering Committee
FROM: Committee on eLearning, Kevin Kolack, Chairperson
SUBJECT: Proposed Amendment to the Bylaws of the Academic Senate
DATE: Thursday, April 14th, 2016

Whereas, the Committee on eLearning has existed as an independent Standing Committee of the Academic Senate for a decade, and

whereas, Article Vll, Section 20. "The Committee on eLearning" of the Bylaws of the Academic Senate continues to refer to the Committee by its former subcommittee name "The Committee on Distance Education,"

the Committee has unanimously voted at its April 14th,2016 meeting to recommend amending the Bylaws as follows:

From (existing):
Section 20. The Committee on eLearning

The Committee on Distance Education shall consist of nine (9) faculty members and two (2) students. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the college.

The Committee on Distance Education shall:

a. Report and make recommendations to the Academic Senate on all matters related to Distance Education, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes;
b. Work on the assessment process and criteria related to the Distance Education program of the College and report findings to the Academic Senate;
c. Serve as an advisory body for all matters related to Distance Education.

To:
Section 20. The Committee on eLearning

The Committee on eLearning shall consist of nine (9) faculty members and two (2) students. All faculty and students should be familiar with online instruction. Faculty shall come from different departments so as to be representative of the wide range of disciplines and degree programs at the college.

The Committee on eLearning shall:

a. Report and make recommendations to the Academic Senate on all matters related to eLearning (distance education), in particular, concerning policies and procedures related to the development of, support for, and offering of online, partially online and web-enhanced program, degree and classes;
b. Work on the assessment process and criteria related to the eLearning program of the College and report findings to the Academic Senate;
c. Serve as an advisory body for all matters related to eLearning

Respectfully submitted,
Kevin Kolack, Ph.D.
Chair, Committee on eLearning

- Final meeting of the year (new members invited; election of officers) scheduled for May 12th, 2016, room M209.

Meeting ended at 3:55PM
Submitted by: Hamid Namdar