Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee 3PM, September 14th, 2017, Room L-313

Meeting called to order at 3:10 P.M.

In Attendance: Zeynep Akcay, Denis Bejar (OET), Kevin Kolack, Kathleen Landy (President's designee), Meg Tarafdar , Eileen White

Not present: Aviva Geismar, Jeff Hall, Dimitrios Kokkinos, Peter Novick, Nina Sarkar, TBA (CoC designee), Naja Berg Hougaard (Steering Committee designee), TBA (student representatives)

AGENDA
- Welcome
- Review of May 11th, 2017 minutes—approved unanimously
- ACC/CETL update and announcements –
  - ✓ Kathleen and Denis are working on a draft on eLearning policies which should be in place before Middle States Accreditation review. They will have a preliminary meeting with Kevin to discuss the Committee's involvement.
- Brainstorming session on key topics for the eLearning policy was held–
  - ✓ Whether an online office hour can act as a regular office hour. The current policy needs to be amended to reflect multimodality. Kathleen will find out where the policy for 'in person office hours' is stated.
  - ✓ Standards for what should be there outside of the content of the course, such as Softchalk, Discussion Board.
  - ✓ What kind of reviews are needed? Student reviews, peer reviews from or outside the department? Those who are doing peer reviews for online classes must be conducted who completed elearning institute or exempt from it?
  - ✓ Criteria for taking online courses, e.g. C average? Registration to stop students from taking online classes according to some criteria. Offering hybrid/online courses for 200 or above level courses?
  - ✓ Weight of the online work on the grade
  - ✓ Ways to prevent plagiarism
  - ✓ Add eLearning Readiness as a prerequisite in CunyFirst

- Kevin reminded that the deadline for the 16th Annual IT Conference is 9/15/2017.

- Kevin informed that the name of the committee is currently still listed in the Senate Bylaws as 'Committee on Distance Education.' The Committee's bylaws changes were voted affirmatively by the Bylaws Committee to be 'eLearning Committee' but were not sent to the full Senate for a vote yet.

- Old business

- Subcommittee reports/plans/changes/additions:

Marketing of online courses (committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)	Meg Tarafdar & Eileen White

- Eileen will send the flyer to Kathleen to run by Marketing, and Eileen will talk to Frantz Alcindor about sending on to advisors.

Brown bag lunches for online faculty (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)	???? ????

- Next one will be held on November 15. Need a topic and people to run.

Policies and Standards for eLearning at QCC (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)	Kevin Kolack Kathleen Landy Denis Bejar ????

- Discussions are listed above.

- New business

  - ✓ December meeting conflicts with the Finals. Change of time/cancellation will be decided in later.

- Next meeting scheduled for October12th, 2017, in room L-313

Meeting was adjourned at 3:54 pm.