

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held October 11th, 2018, Room CETL Lab

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

In Attendance: Kathleen Landy (President's designee), Kevin Kolack (2019), Meg Tarafdar (2019), Peter Novick (2020), Eugene Desepoli (2021) Joseph Goldenberg (2018), Zeynep Akcay (2020), Lakersha Smith (2021), Denis Bejar (OET), Carlene Byfield (2019) and Susan Lago (Steering Committee Designee)

Not present: Nina Sarkar (2020) and Student Representatives (TBA)

- Minutes of September 13th, 2018 – approved by unanimous vote
- OET/CETL update and announcements (Kathleen Landy):
 - ✓ A \$80K grant from CUNY Central for OER development is now being allocated. Calls across all disciplines last June/Aug/Sept caught interest of about 30 faculty members. They are currently working on a committee to oversee the grant.

Old business

- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eugene Desepoli)

(Committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)

- ✓ The marketing department will be contacted. Ideas of advertising and defining PNET and FNET courses on the QCC "carousel" and on digital signage were mentioned. Kathleen noted that there is no official e-Learning page and that we have to be intentional on how we market online courses. Meg will contact A. Pyak and S. Sacrastano and provide them with slides and other materials that can be shared with advisors. We will invite someone from marketing to our meeting next month if it is needed.
- ✓ 11 FNET and 105 PNET courses are being offered in addition to 56 sections of ST100 (PNET) this semester
- ✓ Carlene mentioned that maybe we can have FNET and PNET courses described at the new student orientation. As a member of the nursing department, Carlene expressed her concern regarding student preparedness once graduating from QCC and entering a 4-year degree program. Most students work full time and take online courses.
- ✓ Kathleen mentioned that there is no standard procedure for coding of FNET and PNET courses which can make things confusing for students upon registration. Many students enroll in online courses without even realizing and drop at the beginning of the semester.

Online learning lunch seminar series (Nina Sarkar)

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

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- ✓ October 31st will be the first “Brown Bag” lunch for professional development. Lunch will be provided. Kevin recommended that we send the link on the QCC calendar to our respective departments. The topic will cover technology that is not necessarily on blackboard.
- ✓ Per the 2015-2016 annual report, the list of Magna topics suggested for the future was:
 - × How Can I Design Copyright-Compliant Courses?
 - × What Are Five Tips for Writing Effective Learning Outcomes?
 - × How Can I Use Technology to Improve Learning?
 - × How Can I Create an Online Service Learning Project?
 - × In Blended Courses, What Should Students Do Online? (done 11/30/16)
 - × What Do Students Want in Online Courses?
 - × How Can I Align Technology with My Pedagogical Goals?
 - × How Can I Get Useful Feedback to Improve My Online Teaching?
 - × How Can I Assess Critical Thinking with Student-Created Work?
- ✓ If Magna is going to be used as a discussion-starter, this list should probably be updated.

Policies and Standards for eLearning at QCC (Kevin Kolack, Kathleen Landy, Denis Bejar, Peter Novick)

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
 - ✓ Kevin emailed the committee a draft of the guidelines for faculty for which he is requesting feedback ASAP.
 - ✓ As a committee, we would like to be officially tasked with forming these guidelines so Kevin rushed to have it approved by the bylaws committee last month. Unfortunately, the bylaw change was not discussed and therefore not proposed at the senate meeting. The hope is to have it discussed at the next meeting of the bylaws committee.
 - ✓ About 2/3 of faculty that teach e-Learning courses other than ST100 have completed the institute at QCC. Of the remaining 1/3, some helped to design the institute and others presumably were trained elsewhere, but there are no records to substantiate this. (Most ST100 instructors, from the counseling center, have not been trained, though they are not faculty members.)The new guidelines will help promote standards and means of assessment of online courses, including ST100 & ST101.

New business

- ✓ We have two new committee members: Carlene Byfield who has replaced Eileen, and a new Steering Committee Designee, Susan Lago.
- ✓ Susan will attend the Tech Fee Committee Meeting this month and Zeynep will attend in November. OET needs new resources and we need to find ways of funding.
- ✓ Peter asked if we had heard anything new about Office 365 and the removal of course distribution email addresses. Denis discovered that the new email system will no longer

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support course email addresses as it is CUNY supported. Students that have issues with their email can report to LB24 for assistance.

- ✓ Meg requested some help with ideas for the e-learning newsletter. The deadline for publication would be sometime in November.
- Next meeting is November 15th at 3:10 in the CETL Lab.
- **Meeting was adjourned at 4:06 pm.**

Respectfully Submitted,

Dr. Peter A. Novick, Secretary