

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ANNUAL REPORT OF THE COMMITTEE ON e-LEARNING
OF THE ACADEMIC SENATE FOR 2013-2014

TO: Dr. Phillip Pecorino, Chairperson, Academic Senate Steering Committee
 Dr. Joel Kuszai, Secretary, Academic Senate Steering Committee

FROM: Barbara Blake-Campbell, Chairperson, Committee on e-Learning

SUBJECT: Annual Report of the Committee on eLearning for September 2013- May 2014

DATE: May 28, 2014

Committee Meeting:

For the academic year 2013-2014, the eLearning committee was comprised of the following members:

| | | |
|----------------------------|----------------------------------|------------------------|
| Prof. Jean Amaral | Library | Faculty Representative |
| Prof. Alaiz-Losada | Foreign Languages and Literature | Faculty Representative |
| Dr. Barbara Blake-Campbell | Nursing | Chairperson |
| Prof. Edward Davis | Engineering Technology | Faculty Representative |
| Dr. Julita Haber | Business | Faculty Representative |
| Ms. Cheryl Meddles-Torres | Biological Sciences and Geology | Secretary |
| Dr. Caf Dowlah | Social Sciences | Faculty Representative |
| Bruce Naples | Academic Computing Center | Presidential Designee |

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| Jeffrey Torres | Student Representatives (never attended) |
| Robin Fabrice | Student Representatives (never attended) |

Dates and Times of the Committee's Meetings

This committee met every second Thursday of every month at about 2:45pm in M-362. We met on the following dates:

- | | |
|---|---|
| Fall 2013 <ul style="list-style-type: none"> • September 12, 2013 • October 10, 2013 • November 14, 2013 • December 12, 2013 | Spring 2014 <ul style="list-style-type: none"> February 11, 2014 March 13, 2014 April 17, 2014 (Prior to Easter/ No quorum) May 15, 2014 |
|---|---|

The Charges of the Committee on eLearning for Year 2013-2014:

- Provide input on technological and pedagogical support for faculty developing P-NET and F-NET classes
- Follow up on Recommendation to the Registrar that on-line courses be better identified in CUNYfirst
- Determine what office or department of the college is responsible to develop or adopt standards for effective eLearning programs
- Obtain information on the assessment performed by the OAA of the eLearning Institute conducted for faculty development
- Provide input on the Student E-Learning Readiness Program (eLRP), including developing outlines for student videos, highlighting the curriculum of this program.

Follow-up on the following recommendations:

The eLRP should be linked to course registration as part of the registration process for P-NET and F-NET classes. Future possibilities----

- Making the eLearning Readiness Program an actual pre-requisite for on-line courses.
- Making the eLRP as a part of ST-100; which is moving to a fully on-line course.
- Emphasizing the importance of using tigermail account of students and faculty

Summary of the Committee’s Work During 2013-2014

- **Clarification of F-Net and P-NET Courses and Expectations.**

The Committee followed up on recommendations to elucidate P-Net & F-Net designations, and possibly arrange for a ‘welcome message,’ and a campaign to highlight F-NET and P-NET courses utilizing the electronic signage/ Communication board. A scheduled meeting with Stephen DiDio, Director of Communications, Public Relations, Marketing, and Communications, and his assistant, Ms.Cicely Bland led to a series of activities this semester, namely:

Exploration and redesign of the eLearning landing page with the help of Presidential Designee, Bruce Naples. Changes are as follows:

- Replacement of terms ‘PNET/FNET’ to ‘Online,’ and eLearning Readiness to ‘On-Line Readiness,’ as well as deletion of redundant, and inaccurate content.
- Clearer description of PNET/FNET courses, and redesign of the **landing page.**
- Emphasized PNET – as **Fully on-line**
- Emphasized FNET – as **Partially on-line**

Contact with Advisement Director

Committee members met with Advisement Director, Robert Park, and later with Laura Bruno (Mr. Park’s replacement) to verify that advisors had clear understanding of on-line designations and expectations. It was recommended that On-line information be added to bookmarks and distributed at point of advisement, as well as implement a plan for students to take eLearning Readiness program during the advisement session to determine their interest and ability to pursue PNET/FNET courses.

Revision of eLearning Readiness Program (eLRP)

The Committee collectively reviewed and revised Modules 1 through 3 of the eLearning Readiness program. Areas of redundancy were eliminated, and language more succinct. Once all Modules are completed, the **eLRP** is to be submitted to the College's Webmaster, Dave Moretti.

Consideration for eLearning Readiness Program as part of ST-100

Committee member met with both Jennifer Klein and Dr. Wilma Fletcher-Anthony of the Counseling Department. The committee member was informed the counselors are not bound by any mandate to guide students through a focused eLearning Readiness Self-Assessment, and also that ST-100 will remain as 10 classes/5weeks PNET with 50% face –to-face, with no plans of making any changes at this time.

Other Matters Discussed by the Committee

- Exploration of an automated email from the Registrar to students who enroll in P-NET/F-NET classes.
- Exploration of adding supplemental information about Online courses to the college's Admission packet.

Update from Presidential Designee, Bruce Naples on University Dean of Academic Computing, George Otte's Visit to QCC. Matters discussed:

- QCC's current number of on-line courses examined (see data below)
- QCC's recognition as the only CUNY campus that designates on-line courses within CUNYfirst using (PNET, FNET, etc.)
- eLearning Institute Program
- CUNY's offer to assist with increasing QCC's on-line footprint
- OAA's assessment of grades and student retention in eLearning Institute courses.

QCC's current Blackboard Use:

- Blackboard shells = 2800 for fall 2014 semester
- **1023 activated by instructors**
 - Majority of the courses are web enhanced face-to-face courses
 - 64 PNET
 - 10 FNET

Mr. Naples also informed the committee when the enhanced Blackboard 9.1 was launched, and notified the committee of plans for Faculty Workshops for training/ orientation.

The Committee was also kept informed of other offerings from the ACC. Classes offered fall 2013 included: Introduction to Blackboard, Clickers in the Classroom: The pedagogy Blackboard Potpourri – (**FULLY ONLINE**), Preparing Multimedia Materials for Teaching and learning, Multimedia PowerPoint, Soft Chalk, Camtasia, and eBooks with Apple iPod, and Teaching with Collaborate: Moderator Mode.

eLearning Institute

Next Cohort (VII) Training scheduled for June 2014.

Inquiry about PNET/FNET classes in comparison to traditional classes – satisfied by statistics provided above by Presidential Designee, Bruce Naples.

Questions about Peer to Peer Review of on-line classes– satisfied by the fact that the Quality Matters Rubric is currently used to assess the readiness of On-line Courses

Assessment of Student Experience With on-line Courses

Committee member met with Susan Madera, Specialist for High Impact Practices/Academic Affairs, about any satisfaction surveys/or assessment initiatives implemented for the High Impact Programs. Ms. Madera indicated that she collaborates with Ian Beckford, Academic Assessment Manager, to prepare and distribute assessment tools via Survey Monkey for the Common Read Book Club and the Common Read. A total of four assessment tools currently being utilized to capture certain data. Ms. Madera indicated that areas of interests are: Student Learning Outcomes, Satisfaction with timely Faculty response, Connection to coursework, Etc. She recommended that the eLearning Committee contact Ian Beckford for assistance when considering an assessment tool for the e-Learning courses at QCC.

Recommendations of the Committee on eLearning:

- ❖ **Recommendation to the Registrar’s office:** Arrange for an email to be sent to students via CUNY First to alert them that their course will be taught fully or partially on-line and will require a different set of skill sets.
- ❖ Continue to review and revise the eLearning Readiness Modules, starting at Module #4.
- ❖ Emphasize that the description of PNET and FNET courses are clearly stated, continue to solicit support from the Marketing and Communications Dept.
- ❖ Maintain current information on the eLearning website.

The following members will be leaving the committee this September:

Dr. Barbara Blake-Campbell, Prof. Jean Amaral, Dr. Caf Dowlah, Prof. Meddles-Torres.

New Members for 2014-2015

| Name | Department | Term Ends |
|----------------------|----------------------------------|------------------|
| Childers, Jodie | English | 2017 |
| Kim, Kwang Hyun | Mathematics and Computer Science | 2017 |
| Saur, Barbara | Nursing | 2017 |
| Gadura, Nidhi | Biological Science | 2016 |
| Kolack, Kevin | Chemistry | 2016 |
| Smith, Lakersha | Social Science | 2016 |
| Alaiz-Losada, Susana | Foreign language and Literatures | 2015 |
| Davis, Edward | Engineering Technology | 2015 |
| Haber, Julia | Business | 2015 |
| | | |

Key Items on the Agenda for 2014-2015

- Provide input on technological and pedagogical support for faculty developing online classes.
- Provide input on the college’s adopted standards for effective eLearning programs
- Provide input on the curriculum of eLearning Institute
- Provide input on the Student eLearning Readiness Program

- (eLRP). including developing outlines for student videos highlighting the curriculum of this program
- Provide input regarding learning outcomes assessment for eLearning Courses.
- Monitoring issues of Blackboard course management system and other programs related to eLearning such as Epsilen and ePortfolio, and advise the college community when needed
- Develop protocols of departmental evaluation such as peer observations for PNET and FNET classes.

Finally, as Chair of the eLearning Committee, I wish to express my sincere appreciation to all past and present members of this committee for their diligence and commitment to the committee's work. Each member brought their own strengths to this committee, and contributed significantly. I would also like to thank Mr. Bruce Naples, Mr. Denis Bejar, and the members of the Steering Committee for their unrelenting support throughout my term as Chair. I wish you all the best for what the future holds.

Respectfully submitted,
Barbara Blake-Campbell, PhD.
Chair, Committee on eLearning