

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held March 15th, 2018, Room S-420

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

In Attendance: Denis Bejar (OET), Joseph Goldenberg (2018), Jeff Hall (2018), Dimitrios Kokkinos (2018), Kevin Kolack (2019), Peter Novick (2020), Nina Sarkar (2020), Meg Tarafdar (2019), Eileen White (2019)

Not present: Zeynep Akcay (2020- maternity leave), Kathleen Landy (President's designee), TBA (CoC designee), Anjalie Gaba & Stephanie Morales (student representatives).

- Minutes of February 15th, 2018 – approved
- Announcements
 - ✓ Zeynep is on maternity leave and Peter was elected as secretary of the committee for the rest of the academic year.
 - ✓ Kevin relayed an email from the Steering Committee that there were not enough new student volunteers to act as committee senators. We were not assigned anyone new and do not know the status of our senators from last semester.
- ACC/CETL update and announcements (Denis Bejar):
 - ✓ April 27th is the Bronx Ed Tech showcase of education technology at BCC. The purpose is to demonstrate how to enhance online and in person classes using techniques like: voice thread, soft chalk etc. Will send registration information to Meg.
 - ✓ e-Learning institute application (First 2 weeks of June) has been sent out.
 - ✓ Denis expressed interest on how many QCC e-Learning presentations have been conducted and if we can have them posted online.
- Old business
- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eileen White)

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

- ✓ Suggestion to place a section in the newsletter that will advertise the types of workshops offered that are open to faculty and staff.
- ✓ Newsletter will contain a section on what is new on blackboard, the e-Learning institute, brown bag lunch and conferences.
- ✓ Meg is going to meet with academic advisors to bring them up to speed/advertise PNET courses. Many students register for them without realizing what it means and end up dropping. Will contact Franz to find out a date.

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Brown bag lunches for online faculty (???) & (???)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
 - ✓ Nina has organized a Brown bag lunch (with Wendy Ford and Christina Manzo) for Wednesday, April 18th, 12-1PM in the CETL lab on tried/tested educational technologies that are free of cost and independent of LMS. Title to come soon.
 - ✓ Kevin will look into the attendance of brown bag lunches as support for renewing the license for Magna Commons (a site containing training videos).

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 reported that on March 7th there was a committee Chair meeting and a large percentage of the QCC website remains missing as it was not ADA compliant. Future newsletters require columns or paragraphs with borders, not textboxes.
 - ✓ Eileen will talk to Dave Moretti for formatting of the newsletter. It was mentioned that there is a possibility that students proficient in Word or Adobe could be asked to help.
 - ✓ Jeff and Kevin met with Denis, Kathleen and Phil Pecorino on March 12th to discuss a college wide policy on e-Learning. Nina asked how e-Learning courses are evaluated and how outcomes are measured. It may take up to a year to get a final vote to the Senate for a campus-wide system of guidelines and the administrative support so that we can attract more online students and expand our current offerings at QCC. A draft is underway and the next meeting will be on March 19th in CETL at 2:00.
- New business
- **Distribution of committee newsletter**
 - ✓ Naja asked how the letter is distributed. Current practice is email through community dialogue as no hard copies are produced. She then recommended that Kevin email us and we can act as liaisons and distribute to our respective departments.
- Next meeting will be scheduled for April 12th, 2018, 3:10-4pm in room S420.
- **Meeting was adjourned at 3:43 pm.**