

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee 1PM, November 15th, 2017, Room L-313

Meeting called to order at 1:10 P.M.

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

Not present: Aviva Geismar, Jeff Hall, Peter Novick, TBA (CoC designee), Naja Hougaard (Steering Committee designee), Anjalie Gaba & Stephanie Morales (student representatives)

AGENDA

- Minutes of October 12th, 2017 – approved unanimously
- The eLearning committee meeting will continue to be held at 3pm on the Thursdays that the Senate meets in Spring 2018.
- ACC/CETL update and announcements:
 - ✓ Blackboard will be down on December 28 and 29 due to upgrading
 - ✓ Cookie swap will be on December 13th.

• 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)

Brown bag lunches for online faculty (Nina Sarkar)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
 - ✓ Nina will work on dates for the next Brown bag lunch with Kathleen to be held on Wednesday club hours or Friday noon.

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

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
 - ✓ University Faculty Senate was charged to create policies and standards for eLearning.
 - ✓ Middle States requires ID verification requirement apart from logging with ID for online classes.
 - ✓ Denis, Kevin and Kathleen spoke to people framing the big pieces and showed a draft for a college-wide policy which will go through the Senate.

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- ✓ The operational structure such as office hours, LMS designation and limits for faculty for online contact hours per semester was discussed.
 - ✓ Registration stop (Only 200 or above level courses (for English and Math or all departments) was discussed.
 - ✓ Criteria for the faculty to hold peer observations was discussed.
 - ✓ Kathleen will follow up the responses via email.
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- New business
 - Next meeting scheduled for December 7th, 2017, in room TBA
 - **Meeting was adjourned at 2:00 pm.**