QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York

ANNUAL REPORT OF THE COMMITTEE ON e-LEARNING
OF THE ACADEMIC SENATE FOR 2012-2013

TO: Dr. Emily Tai, Chairperson, Academic Senate Steering Committee
              Dr. Lana Zinger, Secretary, Academic Senate Steering Committee

FROM: Mangala Tawde, Chairperson, Committee on e-Learning

SUBJECT: Annual Report of the Committee on eLearning for September 2012- May 2013

DATE: August 18th, 2013

Committee Members:
For the academic year 2012-2013, the eLearning committee was composed of the following members:

Members	Department	Title
1. Dr. Kimberly Banks	English	Faculty Representative
2. Dr. Dona Boccio	Mathematics & Computer Sciences	Faculty Representative
3. Prof. Barbara Blake-Campbell	Nursing	Faculty Representative
4. Barbara Bonous-Smit	Library	Faculty Representative
5. Federica Goldoni	Foreign Languages and Literatures	Faculty Representative
6. Dr. David Sarno	Chemistry	Secretary
7. Dr. Mangala Tawde	Biological Sciences & Geology	Chairperson
Dr. John Gordon	Mathematics and Computer Science	Steering Committee Designee
Mr. Bruce Naples	Executive Director, ACC	President's Designee
Dr. Jun Shin	Chemistry	COC Liaison
Steve Williams		Student Representative
Emil Martinez		Student Representative

Dates and Times of the Committee's Meetings

Traditionally, this committee has been meeting immediately after the Queensborough CC Academic Senate meetings on the second Tuesdays of every month at about 4:15pm. We met on the following dates:

Fall 2012	Spring 2013
• September 11, 2011	• February 19, 2012
• October 9, 2011	• March 12, 2012
• November 13, 2011	• April 9, 2012
• December 11, 2011	• May 14, 2012

Narrative Summary of the Committee's Work

The charges of the Committee on eLearning are to:
- ➤ Report and make recommendations to the Academic Senate on all matters related to eLearning, in particular, concerning policies and procedures related to the development of, support for and offering of programs, degrees and classes;
- ➤ Work on the assessment process and criteria related to the eLearning program of the College and report findings to the Academic Senate;
- ➤ Serve as an advisory body for all matters related to eLearning.

The eLearning Planning Group or The eTeam at QCC has established the eLearning Faculty Development Program; which is a two-week hands-on workshop called the "eLearning Institute", which helps and supports participating faculty develop and then teach their online courses. The eTeam for 2012-13 has following members - Dr. Lorena Ellis (Foreign Languages and Literatures), Dr. Edward Volchok (Business), Mr. Bruce Naples (Executive Director, ACC and eLearning) and Mr. Denis Bejar (ACC). This year the eLearning Institute Cohort V met on June 11-14, one virtual week followed by June 25-28, 2012 and Cohort VI met on June 10-13, one week virtual followed by June 24-27, 2013.

Summary of the Committee's Work During 2012-2013

The Committee on eLearning has been working on many issues related to eLearning at QCC during the school year 2012-13. Some of the faculty members of the committee have developed or are in the process of developing PNET or FNET courses, so they were very well aware of ongoing and putative issues related to eLearning at QCC. The Committee discussed and examined various issues that came forward as a result of discussion with other members of college's faculty. Some major issues are summarized below.

- ▪ **Clear discernibility of online classes for registration in CUNYFirst:**
  Though CUNYFirst designates online courses by "FNET" for fully online or "PNET" partly online as part of the section code, students may not notice or understand those designations; or if they do, they do not know what it entails. Many instructors expressed their concern about students not being aware of the fact that they have enrolled in an online class. Registrar's office was contacted and invited to discuss this issue. Due to unavailability of Ms. Tulio, Ms. Florence Farrat generously accepted to meet with the committee. She discussed about ways that the registration system for online courses may be improved but also informed about the limitations of CUNYFirst in the registration

process to insert an alert or a 'pop-up' to alert students about the online nature of a class and what it means or entails.

- **Use of the eLearning Readiness program (eLRP):**
- The Committee ensued a detailed discussion about ways to better inform students about online courses and the eLRP. The need to link the eLRP to the course registration process was discussed seriously. Upon successful completion, eLRP generates a certificate; which is automatically emailed to the student. Students should be encouraged to forward it to their instructors. The Committee discussed topics that should be included as videos in the eLRP. The committee recommended that the link to eLRP should be placed on the websites of the SSD office and other Student Affairs agencies. With the committee's recommendations, it has been placed on the College website.

Discussion of assessment of PNET/FNET courses continued this year and some new insights were shared by some of the committee members that teach fully or partially online classes. These comments are noted in the committee's minutes in details. The committee however does not have any specific recommendations on assessment of online (PNET or FNET) classes at this time as this issue has been discussed in details in the committee's report for year 2011-12.

- As per the Committee's recommendation, a faculty support website for faculty teaching and developing online courses and using technology/multimedia is now up and running at www.qcc.cuny.edu/FacultySupport which has all the resources compiled in one location. A similarly constructed technology resources website for students is also fully functional.

- The Committee was kept apprised by Mr. Naples about various faculty development programs/ workshops being organized to inform faculty about technology resources such as Blackboard 9.1, softchalk 7, Blackboard Collaborate, eBooks, SAFEassign and more.

- It was noted that Campus Conversation on MOOCs and other emerging instructional technologies occurred.

Recommendations of the Committee on eLearning:

- ➢ **Recommendation to the Registrar's office:** Online courses need to be more clearly identified as such (pNET or fNET) in CUNYFirst.
- ➢ TigerMail is the only official mode of e-mail communication between students and instructors for college business; both students and faculty must be informed/reminded of the current email policy at the beginning of each semester, possibly by the Academic Computing Center (via email and/or other resources of the ACC).
- ➢ The eLRP should be linked to course registration as part of the registration process for pNET and fNET classes. Future possibilities could include--
    - o Making the eLearning Readiness Program an actual pre-requisite for online courses. B. Naples indicated that this is not currently feasible.
    - o Making the eLRP as a part of ST-100; which may become fully online course.
    - o Making the eLRP the first assignment of any online course.

The following members will be leaving the committee this September:
    Dr. Kimberly Banks- English, Dr. Barbara Bonous-Smit- Library, Dr. Federica Goldoni-
    Foreign Languages, David Sarno - Chemistry and Dr. Mangala Tawde- Biological sciences

New Members for 2013-2014

For the academic year 2013-2014, the committee's members are:

Members	Department	Title
1. Jean Amaral	Library	Faculty Representative
2. Susana Alaiz-Losada,	Foreign Languages	Faculty Representative
3. Dr. Dona Boccio	Mathematics & Computer Sciences	Faculty Representative
4. Prof. Barbara Blake-Campbell	Nursing	Chairperson
5. Anita Ferdenzi	Social Sciences	Faculty Representative
6. Dr. Julita Haber	Business	Faculty Representative
7. Prof. Cheryl Diane Meddles-Torres	Biological Sciences & Geology	Faculty Representative
Mr. Bruce Naples	Executive Director, ACC and elearning	President's Designee
Dr. Jun Shin	Chemistry	COC Liaison

Key Items on the Agenda for 2013-2014:
• 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 the e-Learning Institute
• Provide input on the Student e-Learning 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

As chair of the Committee on eLearning, I wish to express my sincere gratitude to all the past and present members of this committee for their diligence and support to committee's work. Each member has made important contributions. And I would like to thank the Steering Committee for their on-going support and astute guidance.

Respectfully submitted,

Mangala Tawde, PhD
Chair, Committee on eLearning