Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held 3PM, February 16th, 2017, Room L-313

Meeting called to order 3:10PM

In attendance: Denis Bejar (ACC), Aviva Geismar, Kwang Kim, , Kevin Kolack (Chair), Kathleen Landy (President's designee), Hamid Namdar (Secretary), Sharon Reeves, Barbara Rome, Meg Tarafdar, _____ (CoC designee), George Weissinger (Steering Committee designee), Eileen White, _____ (student representatives)

Not present: Dimitrios Kokkinos

AGENDA

- Review of November 10th, 2016 minutes: Approved
- ACC/CETL update and announcements

  -Blackboard updates were done in December and were successful

  -BB has major improvement in accessibility, BB collaboration and interface is friendlier

  -BB is browser based and you can have web conferences interface and students can access it using tablets

  -From legal aspect, we are more ADA compliant with the updated Blackboard

  -Denis indicated that next Friday is the workshop for the intro to Blackboard and asked if it's possible to announce it on BB home page. It was indicated that it was ok.

  -It was also mentioned that at the end of the year the Blackboard will be fully BB ultra and the 19-digit user ID number will be replaced with the CUNY EMPL ID number in June or July.

- Old business

  -Newsletter will be distributed through email and the goal is to promote online courses, introduce the new technology and the eLearning Institute training for faculty

  - Meg ask if any new ideas for the newsletter

  -Applications for summer's eLearning Institute went out

  -It was discussed that some faculty and students are hesitant to take online courses. It was mentioned that we should market the online courses and show the advantages of taking an online course.

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- Subcommittee reports/plans/changes/additions:

I. **eLearning Readiness Program**	Kevin Kolack & Kwang Hyun Kim

- Hostos program update- no new updates

II. **Marketing of online courses** (i.e., committee flyer; design and implement a marketing campaign at QCC for higher recognition of online courses)	Meg Tarafdar & Eileen White

- Ongoing

- It was stated that the on-line courses are not being advertised as much to the students. We should find new ways of let both faculty and students know about the online courses.

III. **Brown bag lunches for online faculty** (i.e., coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)	Hamid Namdar & Barbara Rome

- Review of First Brown bag on 11/30- "In blended courses, what should students do online?"

        -It went well but small number of attendees

- Next Brown bag will be set for Wednesday April 5-2017-

    -Use the Magna-pub videos, look for list of topics. Suggested Topic "Success and pitfalls on online Course"

IV. **Embed health videos on the E-learning Website** (i.e., select links and recommend fitness program to enhance e-Learning, coordinate the effort with the Health Department, update the website, promote healthy learning online)	Aviva Geismar

- Aviva has a list of 13 videos for review
- Library does not want any videos from YouTube on their website.

- New business

    -Kevin mentioned that we need to produce a document on policies, guidelines and best practices for the eLearning and online courses.

    -Committee should have smaller groups to work on different part of this document

- Next meeting scheduled for March 23th, 2017, in room L-313

    Meeting ended at 4:05

    Submitted by: Hamid Namdar