

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held September 15th, 2016, Room L-313

Meeting called to order 3:10PM

In attendance: Denis Bejar (ACC), Aviva Geismar, Kwang Kim, Dimitrios Kokkinos, Kevin Kolack (chair), Kathleen Landy (President's designee), Hamid Namdar (secretary), Sharon Reeves, Barbara Rome, Meg Tarafdar, Eileen White

Not present: None

- Review of May 12th, 2016 minutes was approved
- Denis's ACC update and announcements
 - Blackboard will be updated in December, somewhere between Dec. 26 and 30th the new version is called Blackboard Ultra.
 - ACC will start new training of the Blackboard Ultra next month, there will be many sessions.
 - Course copy will work on the new BB Ultra and it has a new feature for taking attendance in the class.
 - College got new license for Digication ePortfolio, the building block will take 2 to 3 weeks' time and when completed the faculty will be notified to use it.
 - ACC will be offering Instructional Technology workshop on varies software and application at the college. Denis mentioned that if a faculty cannot attend a workshop, they are willing to meet and work with them individually.
- Old business
 - Kevin stated that recommended changes to the Senate bylaws will be voted on in the Fall. Have not heard if action was taken this week at either the Senate or Bylaws Committee meetings about the changing the name of the committee to eLearning instead of Distance Learning.
 - Kevin stated that the annual report was submitted on time; no feedback given

• **Subcommittee reports/plans/changes/additions:**

I. eLearning Readiness Program	Kevin Kolack & Kwang Hyun Kim
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- CIRG grant submitted- status pending
- Kevin stated that we could get rid of this subcommittee because the eLearning Readiness program is being implemented CUNY wide.

- Also the QCC web site and the Blackboard are changing and see if that has effect the eLearning Readiness Program site. The new web site is at
http://www.qcc.cuny.edu/qccOnline/eLearningInstitute/eLearning_Readiness/index.html
- eLearning Suitability Self-Test certificate was discussed. At this time the certificate goes only to the student and the Instructor. This page will be updated and modify or a third box added for a new email address. Denis will look into that.

II. Marketing of online courses (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Eileen White Meg Tarafdar
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- Make the QCC advisors aware of the online courses. We can announce this at the college advisors meeting of the academy leads advisor meeting.

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)	Barbara Rome Hamid Namdar
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- Brown bag is being consider for Fall 2016- November 9th-2016 either room L-117 or CETL meeting room. Time 12:10PM. Next meeting we should finalize it.
- CETL might be able to supply lunch for participates up to 24 people.
- Below is the last brown bag information:
 - ✓ When: Wednesday, April 13th
 - ✓ Time: 12 - 1 PM
 - ✓ Place: L-117 (the ACC)
 - ✓ Please Register Here: <https://www8.qcc.cuny.edu/Workshops/eu-workshops-attendees-register.aspx>
 - ✓ Featuring the 20 minute mentor webinar: **How Do I Use VoiceThread for Online Student Discussion?** Reflective discussion to follow.
- Hamid-Unable to find last term brown bag survey (What was the top vote getter?) Find out if anyone has a copy.

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
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- Library Committee meeting was on Wednesday 5/18 at 12:20pm in L224
- It was noted that the best place to put the videos is on the student of faculty eLearning web site.

V. Update committee guide – One of Steering Committee charges	Kevin & Aviva
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- Kevin K-Thanks to a close read by Aviva, former section 4 (concerning subcommittees) was removed and several typos fixed. The final version is ready for adoption and posting on the web site.
- **New business-**
 - Senate charges not received and various designees made see above subcommittee report section.
- Next meeting scheduled for October 20th, 2016, in room CETL meeting room-3rd floor of the library L-313.

Meeting ended at 3:50PM
Submitted by: Hamid Namdar