

QCC COMMITTEE ON ELEARNING
An Academic Senate Standing Committee
Minutes of the Meeting of November 14, 2013, in M-362 at 2:45pm

Meeting Attendees:

Barbara Blake-Campbell (chair), Cheryl Meddles-Torres (secretary), Susana Alaiz-Losada, Jean Amaral and Julita Haber, Bruce Naples and new members: Caf Dowlah, Edward Davis

- **Review of Minutes/Approval**
- **Member Revisions**
 - Resignations:
 - Dona Boccio
 - Anita Ferdenzi
 - Student designees:
 - Jeffrey Torres
 - Robin Fabrice
- **E-Learning Readiness ST-100**
 - **Jean Amaral:** met with Jean Pierre
 - not 100% of faculty collect certificates
 - 300 ST-100 sections
 - Plan to reinforce 100% compliance for faculty in ST-100
 - resource Dr. Wilma Fletcher-Anthony- appointment to meet
 - plan to see if possible to simplify e-learning readiness
 - currently long and wordy
 - break down into sections
 - allow for uploading and send as e-mail attachments
- **Marketing Strategies**
 - **Susana Alaiz-Losada, Jean Amaral, and Cheryl Meddles-Torres** meeting with contact Steven Di Dio (marketing head)
 - Improve E-learning search for information on E-Learning on QCC search
 - Contact David Moretti to update QCC web content
 - First need to decide what content needs to be updated
 - Discuss with student advisors and Robert Park about e-learning
- **Investigation on PNET/FNET**
 - **Julita Haber** met with Susan Madera
 - Assessment
 - Survey monkey
 - Determine what is to be assessed prior to launching survey
 - Evaluate e-learning courses and experiences
 - Create a standard evaluation tool for both PNET/FNET courses
 - Currently, 85 sections online
 - Learning outcomes assessment

- Collect information-de-identify information and use for future publications

- **Students from Dr. Emily Tai-for E-learning committee**
 - No new names as replacements

- **Bruce Naples**
 - Reported on George Otte's (University Dean of Academic Computing) visit to QCC.
Discussed were:
 - QCC's current number of online courses – see below
 - Our method of designating online courses within CUNYfirst (PNET, FNET, etc.)
 - Our eLearning Institute
 - CUNY's offer of assistance for increasing our online-course footprint
 - Reminder: Cohort VII of the E-learning Institute will take place in June 2014 – applications will go out shortly
 - Report – QCC's current level of Blackboard use:
 - Blackboard shells=2800 this semester
 - 1023 activated by teachers
 - Majority were web enhanced face to face courses
 - 64 PNET courses
 - 10 FNET courses
 - QCC is the only CUNY Campus that designates online courses within CUNYfirst
 - Report: OAA has begun assessment of grades and student retention in eLearning Institute courses

- **E-learning luncheon 11/13/2013**
 - 14 candidates presented including: **Jean Amaral**

- **New Business**
 - Evaluate module #1 and determine what multimedia can be added
 - Proposals distributed by **Caf Dowlah** for e-learning committee

Next meeting on 12/12/13 at 2:45 pm in room M-362

Meeting Adjourned at 4:12PM

*Minutes respectfully submitted by
Cheryl Meddles- Torres*