

**Committee on eLearning**  
**A Queensborough Community College Academic Senate Standing Committee**  
**Minutes of Committee meeting held April 16<sup>th</sup>, 2015, Room H345**

**Meeting called to order 3:07PM**

**In attendance:** Dona Boccio (CoC designee), Jodie Childers, Edward Davis, Nidhi Gadura, Julita Haber (chair), Kwang Kim, Kevin Kolack (secretary), Bruce Naples (President's designee), Barbara Saur, Eileen White

**Not present:** James Cutrone (leaving QCC; the CoC is not replacing him on the committee now as he has not formally resigned, and it is nearly the end of the year)

- Review of March 19<sup>th</sup>, 2015 minutes – approved with no changes
- Bruce Naples made comments on his report (simply pasted below- my notes are in red)
  - We have (11) participants for the eLearning Initiative/summer eL Institute/Cohort VIII
  - The Brown Bag Lunch was successful- future topics printout
    - committee chose top choices from among suggested future bag lunch topics for next year (printout attached); full exit survey of participants available
    - maybe next year someone can take notes to publish bag lunch? post on EL web site?
  - Update on the One-Button-Studio (OBS) – still awaiting construction and additional funding
    - can't have meeting there next time since not ready
    - other options? HRC? art gallery? Julita will contact Faustino
  - We are proposing a change to the eLearning Initiative. If funded, we will be offering a new web-enhanced initiative, that will take place during the Spring, initially on Friday mornings throughout the semester.
    - the change is to push web-enhanced courses, and move to Spring; all 16 Friday mornings; implement and deploy as learn; still 3-semester commitment; may move to a different day for next cohort, etc.; max of 15 participants
  - The eLearning survey went out. No results to report yet.
  - A page of "Faculty Notes" for activating and using VoiceThread has been developed. VT is now fully integrated into Bb.
    - request made to develop notes for students (one for faculty done)
  - CUNY has issued guidelines for the allowable size of Bb courses:
    - Tier 1: 750 MB (default)
    - Tier 2: 1.5GB (upon request with justification from campus Bb admin)
    - Tier 3: 3 GB (upon request with justification from campus Bb admin)
    - email coming out telling faculty how to determine size of course, especially those who are exceeding the limit; goal to use CMS within BB instead of posting powerpoint in BB; Impatica for powerpoint is campus site licensed to compress (but CANNOT print); need to advertise that faculty have access to this; get program upon request from Bruce

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- o committee on Computer Resources newsletter has article from Bruce listing all software available to faculty (published on Faculty Support online)  
 NOTE: I WAS UNABLE TO FIND THIS ONLINE, AND I REALLY TRIED- BRUCE, CAN YOU SUPPLY A LINK FOR THE FINAL MINUTES? -KSK

- Reports of progress from the five subcommittees

<b>I. Improve the E-learning Readiness Program</b> (i.e., replace text via media, engage students & professors, coordinate with the video recording studio, assess videos)	Kevin Kolack & Eileen White
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- Eileen comparing other college's programs to ours so we can "borrow" better elements; keep them short, 1-2 min
- Still updating; will provide Denis with changes
- Be sure to document for end of year report in May; lessons learned- project too big?
- Bruce suggests perhaps "over the shoulder" how-to-type technique; combine several strategies in different modules to keep things interesting and changing?

<b>II. Marketing of online courses</b> (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Nidhi Gadura & Jodie Childers
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- Nidhi met with ASAP (Victoria), Health Science (Gail Patterson) and STEM (Moni Chauhan, Scott Belzer) academies; some didn't know what PNET was, so they were happy hear from her; pdf sent to all advisers- easy for them to forward to students

<b>III. Brown bag lunches for online faculty</b> (i.e., coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)	Barbara Saur & Ed Davis
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- first one went well; 13 people all together; few no-shows, few walk-ins; good discussion; raffle was a good success (don't forget to reach out to QPAC for tickets they offered)
- try for 2 next semester? Oct/Nov; will look at calendar for May meeting proposals; contact eL committee past members? (they were invited)

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<b>IV. ELearning institute Webpage</b> (i.e., update the E-learning Institute webpage, work closely with Denis Bejar)	Kwang Hyun Kim
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- updated template emailed (attached); content still needed; printed summary of progress and plans distributed to committee
- interviews with those through the program would be a nice addition; temporary one inserted
- Feedback solicited; Jodi will help
- Kwang met with Denis once already; needs to meet again and GET CONTENT

<b>V. Embed health videos on the E-learning Website</b> (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)	Julita Haber
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- still working; printed version of teasers distributed (attached); references will be posted as well
- Julita distributed a prototype of a Steering Committee satisfaction survey that will go to all committee members (on all committees); discussion of the concerns expressed at the acad senate that it's not THAT anonymous since the name of the committee is one of the questions
- Maybe committee chairs could be trained? Bruce thought Pecorino set this up. Doesn't seem to exist anymore.
- May 14th next meeting- Julita will try for art gallery; new members will be invited; Dona will give the names of those tentatively planned to join; Bruce typically doesn't come since officers elected, but is invited- he and Dona will leave before vote since they don't vote
- The meeting ended at 4:05PM.

Submitted by: Kevin Kolack

**Committee Effectiveness and Experience Survey (CEES)**  
**Steering Committee's Survey Subcommittee**  
**QCC Academic Senate Standing Committees**  
**Updated: April 15, 2015**

The Steering Committee's pilot survey aims to capture committee members' input and insight about the effectiveness and collegial experience of their committees.

This short survey is voluntary and anonymous. Only aggregate data without any individual identifiers will be analyzed. The collective results are intended to provide a better understanding of the committees' value to the members and the college as whole. It will NOT affect anyone's tenure or performance evaluation.

Please take a couple of minutes to fill out the questionnaire.

**Demographic Information**

1. Name of the Committee \_\_\_\_\_ (drop down list of committees)
2. Years at QCC: \_\_\_\_\_
3. Number of prior committees served on: \_\_\_\_\_

Please rate the following statements on a scale from 1(strongly disagree) to 5 (strongly agree)

Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree
1	2	3	4	5

**Effectiveness**

4. I believe that my current committee addresses important needs of the college.
5. I think that the committee works effectively to add value to QCC.
6. The committee receives adequate support to meet its charge.
7. Serving on the committee expanded my knowledge and different perspectives about the college.
8. Serving on the committee helped me develop stronger social network ties with other faculty.
9. The committee should continue working the way it has for the foreseeable future.

**Collegial Experience:**

10. I enjoyed serving on the committee.
  11. I appreciated the collegial atmosphere of the members.
  12. I was able to express freely my ideas in meetings.
  13. I felt I contributed a great deal to the committee.
  14. The process of member appointment and rotation was clear and satisfactory.
  15. I would recommend this committee to other faculty.
  16. Other comments and suggestions for the committee: \_\_\_\_\_
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Students: Do you want to get better grades? And study less? Here is how.

When reading online, spend every 50 minutes on any type of physical activity. Here are video links to some exercises:

Click here on a suggested workout links:

<http://www.youtube.com/watch?v=j9rnycgr8yM>

Ten-Minute Lower Abdominal Workout

<http://www.youtube.com/watch?v=DPdpsvOxMol>

Ten Minute EZ Aerobic Workout

<http://www.youtube.com/watch?v=EOmSQJCwEJI>

Ten-Minute Moderate Aerobic Workout

<http://www.youtube.com/watch?v=jgdUCI07fkE>

When memorizing or reviewing for a test, you should engage in light exercise such as walking, stationary biking, yoga or Pilates.

Click here on suggested workout links:

Twelve -Minute, Yoga – Ten Sun Salutations

<http://www.youtube.com/watch?v=DrY6Q8b669I>

When doing quantitative tasks, it is best to take 10 minute break between 50 min studying intervals.

Click here on suggested workout links:

<http://www.youtube.com/watch?v=SsI5cMI7ACQ>

Thirteen Minute Advanced Aerobic Workout

<http://www.youtube.com/watch?v=uzOe2ImO1rk>

Eight-Minute Aerobic & Strength Workout

<http://www.youtube.com/watch?v=2IPkW78iVb8>

Four-Minute Aerobic/Strength Workout

## Report of project progress – E-learning institute website

Member :KWANG HYUN KIM

URL(Development): <http://www.qcc.cuny.edu/mathCS/personal/kkim/elearning/index.html>

### Finished tasks

1. WE developed the layout of website including the sidebar.
2. Home/About us/How to apply - finished.

### In progress

1. The schedule 2015/past - We are implementing tabs for each schedule to organize the schedule table effectively.

We are waiting for 2015 schedule of e-learning institute.

2. Links - We are adding more useful links for e-learning institute.
3. Case studies- We are seeking experienced faculties to interview.
4. Report - We are collecting data related to e-learning institute.

### Future tasks

1. Mobile support - Currently, school website does not support mobile devices and our website also have same limitation.
2. Web-framework - Current version of website used basic html files with simple j-query codes. To support future requirement, we may need to use web-framework like angular or react.
3. Deployment - We are currently using the personal website for the development. We need to deploy it to the QCC server.

eLearning Committee Brown Bag Lunch Survey

**Q7 What brown bag lunch topics would you like to see offered in the future?**

Answered: 14 Skipped: 0

#	Responses	Date
1	More with Blackboard related	4/1/2015 1:24 PM
2	Student Learning. How do students learn. the Different learning styles.	4/1/2015 1:23 PM
3	Creating inquiry paths in assignments	4/1/2015 1:23 PM
4	How to get students who seemingly write on a 3rd grade level (and I'm talking about native speakers) write reasonable term papers.	4/1/2015 1:23 PM
5	Rubrics <i>palke</i>	4/1/2015 1:23 PM
6	effective group work; classroom management; using writing in the classroom	4/1/2015 1:22 PM
7	effective group work; classroom management; using writing in the classroom	4/1/2015 1:22 PM
8	New apps in teaching and learning	4/1/2015 1:22 PM
9	retention of students with special impediments or challenges to success	4/1/2015 1:21 PM
10	it would be helpful to have some topics to choose from as well. I am open to any topic	4/1/2015 1:20 PM
11	Other topics from 20 minute mentor.	4/1/2015 1:18 PM
12	Using discussion boards - I struggle with how to incorporate them.	4/1/2015 1:06 PM
13	fostering discussions on Blackboard. Instilling self-regulation.	4/1/2015 1:05 PM
14	Good question! ...I'm not sure	4/1/2015 1:04 PM