

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held May 14th, 2015, Room A214

Meeting called to order 3:11PM

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

Also in attendance (2015-2016 new members): William Blick, Dimitrios Kokkinos, Namdar Hamid

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

- Introduction of new members
- Review of April 16th, 2015 minutes – approved with one minor change (addition of VoiceThread notes; final version of minutes to be sent/posted online)
- Bruce Naples made comments on his report (simply pasted below- my notes are **in red- ksk**)
 - The Office of Strategic Planning, Assessment and Institutional Effectiveness has completed the eLearning Institute survey. They will be publishing the results, but I can report that a preliminary synopsis shows very positive outcomes.
 - **SLO of online courses still not assessed, but Bruce hopes that they will be**
 - The Blackboard course-size limit has been officially announced as 750MB. Starting next semester faculty rolling over courses larger than 750MB will receive a message that they must first reduce the size of the course. The ACC is ready to help with this task.
 - Faculty are encouraged to use the new Content Management System within Blackboard to host their multimedia and interactive components (images, audio, small videos, SoftChalk sites, etc.) Then, rolling over a course, or using an item in multiple courses, will not duplicate the assets. Large videos should still be hosted on the College Media Server or YouTube or Vimeo.
 - ✓ **Instructions for using the CMS are online (like last month's VoiceThread instructions)**
 - The ACC and IT are working together to make StarFish available for students within Blackboard. Hopefully, this will be online by Fall 2015.
 - **There will still be a separate login for faculty required as there is no Bb module available to integrate a single login for faculty.**
 - **There was a discussion of the feedback options available within Bb. These native functions are not as functional as Starfish in that there is no tracking, notification of learning centers, etc. They simply notify the student, and thus to get the early intervention outcomes we wanted, an additional vendor was needed.**

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- Digication user authentication and login programming is now working. This may allow us to widen the use of ePortfolios. Our next task will be to do Gen Ed assessment using Digication.
- Digication has just announced a partnership with Credly to integrate digital badges in ePortfolios, allowing students to display evidence of skills and competencies earned in their courses.
 - We have a 1,000-user license (1,000 active users; could have 3,000 users total).
 - ✓ Just upped to 2,000
 - ✓ Can't afford 16,000 (all students), though not enough users anyway
 - ✓ BUT, not widely advertised because of limit
 - ✓ Instructors must request use
 - ✓ Biggest users are HIPs
 - ✓ Multimedia works great in Digication (so far, there's no size limit, though one is anticipated as we sign up more users, as with Bb)
- Reports of progress from the five subcommittees (summaries below; written year-end reports attached- any updates/changes should be emailed to Kevin ASAP for inclusion in the minutes)

I. Improve the E-learning Readiness Program (i.e., replace text via media, engage students & professors, coordinate with the video recording studio, assess videos)	Kevin Kolack & Eileen White
<ul style="list-style-type: none"> - Was too big a job to do in 1 year for 2 people, especially since last year's committee work was lost. - Will continue next year with committee help. 	
II. Marketing of online courses (i.e., design and implement a marketing campaign at QCC for higher recognition of online courses)	Nidhi Gadura & Jodie Childers
<ul style="list-style-type: none"> - Jodi reached out to VAPA, Visual Arts, and Business. - Flyer was created. - Next year: reach out to departments (dept. chairs) 	
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 Saur & Ed Davis

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- Success!
- Topics picked for next year based on survey; 1 or 2 in the Fall.
- Postcard/advertising plan upgraded based on lessons learned.

IV. ELearning institute Webpage (i.e., update the E-learning Institute webpage, work closely with Denis Bejar)	Kwang Hyun Kim
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- Redesigned again.
- Ready to be uploaded to QCC server once get the 2015 schedule and feedback/proofreading by committee.

V. 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)	Julita Haber
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- Will have something to post on QCC site before summer

- Brainstorming for next year
 - Work on subcommittees I, II, III and V could/should continue with adaptations to continue to provide deliverables. IV should be turned over to Bruce/Denis for updates as needed since it's their Institute.
 - Perhaps a mobile learning (phone/tablet apps) group?
 - How OER can better be used in curriculum?
 - A group to encourage/help faculty to use the One Button Studio? Perhaps work with students from Eileen's department as the "crew" for faculty productions?
 - Perhaps a survey of QCC/elsewhere to see what programs/apps are in use and what content is used in online courses? Is QCC on the cutting edge?
 - Group to incorporate or investigate the use of resources in the library that might be embedded in Blackboard?
- Voting for the Chair and Secretary by the 2015-2016 committee members

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- Nominations were made from the floor (Kevin for Chair; Namdar for Secretary)
- Kevin was unanimously elected Chair by secret ballot
- Namdar was unanimously elected Secretary by secret ballot
- Julita was thanked for a productive year as Chair
- The next meeting is tentatively scheduled for 3PM, Thursday, September 10th, 2015.
- The meeting ended at 4:01PM.

- Bruce suggested via email that the Committee be prepared (prior to next semester) to ensure the eLearning Readiness Survey is deployed to students and that a topic/date/room be chosen for the first Brown Bag Lunch.

Submitted by: Kevin Kolack

Committee on eLearning
Subcommittee on Improving the eLearning Readiness Program
2014-2015 year-end report

Goal: revise eLearning Readiness Program based on work of prior committee

Challenges:

- Work of prior committee appears to have been lost
- Pages written in Softchalk; changes must be supplied to Denis to be entered
- Adding video and revising text was more labor-intensive than anticipated

Accomplishments:

- Videos for Modules 1 and 4 nearly complete
- Text revisions for Modules 1 and 2 complete (attached) and ready for deployment

Project anticipated to be completed over the summer

Contents

score print all



Module 1: Introduction to QCC online

partially or completely

Queensborough Community College offers classes that are taught via the Internet (eLearning classes). On this page you will learn about eLearning classes and you will take a self-test to help you determine how well an eLearning class will fit your learning style and lifestyle

1. Two types of eLearning classes: PNET and FNET.

PARTLY ONLINE (PNET)

- In a PNET, or blended course, some class meetings, anywhere from 25% - 75% of the regularly scheduled class time, are held on-campus.
- The remainder of the class is conducted online using the Blackboard or Epsilon Learning Management Systems (LMS).

FULLY ONLINE (FNET)

- In an FNET course, 80% - 100% of the course is taught online using the Blackboard or Epsilon LMS.
- You may "attend" an FNET class at any time of the day or night.
- You must pay careful attention to course deadlines in order to complete the course successfully.
- You may, however, need to come on-campus for an orientation and exams.



With PNET and FNET classes the online mechanism for receiving assignments, for turning in assignments, and for discussion with your instructor and your fellow students is built into the Blackboard and Epsilon LMS.

2. What are the requirements to participate in an online course?

- Meet all course pre-requisites.
- Register for the eLearning course as you would for any course at Queensborough Community College
- Have access to ~~a~~ computer equipment with an Internet connection
- Have necessary computer skills including the ability to cut and paste, place attachments onto eMail, and conduct Internet searches
- Be a disciplined, independent student.
- Allow sufficient time to complete the work requirements/assignments for the course (approximately 9 to 12 hours per week for a three credit course.)
- Note: Just because a course is partly or fully online does NOT mean it requires less time or effort! eLearning classes take just as much if not more time than traditional face-to-face classes!

To succeed in an eLearning course you must be:

- Highly motivated

On this Page



1. Two types of eLearning classes: PNET and FNET.
2. What are the requirements to participate in an online class?
3. What could an instructor ask you to do in an eLearning class?
4. Access for students with disabilities.

Technical Support

The Help Desk will assist users in resolving their computing problems, or serve as a liaison to other resources such as the ACC (Academic Computing Center) or CUNY Computing.

- Contact the IT Help Desk at (718) 631-6273, by e-mail: helpdesk@qcc.cuny.edu or in person: Administration Building, Room - 303.

- If your question is specific to the use of Blackboard, contact

To succeed in an eLearning course you must be:

- Highly motivated.
- Independent.
- An active learner.
- Well organized and able to manage your time.
- Disciplined and able to study without external reminders.
- Adaptable to new learning environments.

These are precisely the qualities needed to succeed in any learning environment, but the online context puts special pressures on learners to be independent and self-disciplined.

3. What could an instructor ask you to do in an eLearning course?

- Send an email to the teacher or a fellow student.
- Attach a file to an email before sending it.
- Upload and download files.
- Take quizzes or exams online.
- Take quizzes or exams on-campus.
- Participate in an online discussion board.
- Meet in a chat room for online class discussions.
- Listen to a recording or watch a video.
- Write blog/journal entries or write in a Wiki.
- Participate in online group activities.

4. Access for students with disabilities.

- Queensborough Community College is committed to providing opportunity and access to individuals with disabilities in all programs offered by the college.
- For more information, go to the [Services for Students with Disabilities \(SSD\) web page](#).
- The Office of Services for Students with Disabilities is located in the first floor of the Science Building Room 132. For further information, contact SSD, at 718-631-6257

Suitability Self-Test

Your answers from the Suitability Self-Test won't be collected, analyzed or graded. The main purpose of this activity is to help you determine how well an online class will fit your circumstances and life-style.

Directions: For each question in the Suitability Self-Test, select one answer by clicking the button next to it. When you are finished answering all of the questions, click the Submit button at the bottom of the page.

Quiz Group

• If your question is specific to the use of Blackboard, contact Blackboard Support at (718) 631 6624, by email: bbsupport@qcc.cuny.edu or in person: Library Building, Room -117.



Module 2: Netiquette

Good manners are important. You are expected to treat your classmates and instructor with respect. Here are some important netiquette ("internet = net" + "etiquette" = "netiquette") rules that all members of the Queensborough Community College community are expected to follow.

1. Respect

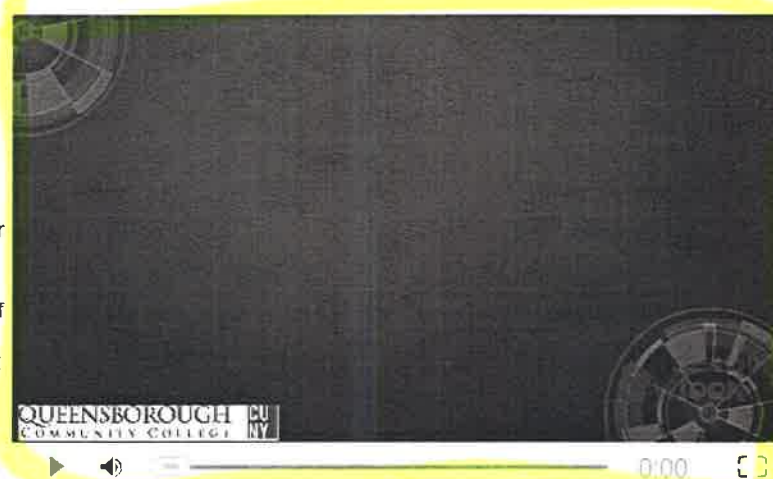
- Everyone deserves to be treated as a respected colleague, so exhibit the same courtesy to your classmates and professor, as you would expect to receive in the workplace. It is okay to disagree about the subject matter. But, be open-minded and accepting of constructive criticism and differences of opinion.
- Make certain that your tone is positive and professional. Before you hit the "submit" button, review your message carefully. Ask yourself if you would want your message to appear on the front page of the *New York Times* with your name and photograph. Remember, everything you submit is being recorded.
- "Flaming," or "bashing," is when someone attacks a person instead of the logic of his or her argument. Flaming will not be tolerated.
- Sarcasm or other forms of personal abuse will not lead to better grades. It will not be tolerated and will have a negative effect on your grade.
- Offering constructive criticism is always appropriate.
- If someone posts a message that is difficult to understand or offensive, ask for clarification. Online communication is more easily misunderstood than face-to-face communication.
- Be forgiving; if you feel that someone has attacked you personally, do not respond in kind. Instead, inform your instructor.

2. Behavior.

- Any behavior that is inappropriate in a traditional classroom is inappropriate in an online classroom.

3. Writing.

- Writing for an online class is **formal writing**, so use proper English.
- Avoid humor, as it is easily misunderstood.
- Profanity is never acceptable.
- Avoid slang
- Avoid jargon, unless practitioners of the discipline commonly use it.
- Avoid acronyms — BTW, LOL, etc. — or emoticons — :-/, :-0, etc.
- WRITING IN ALL CAPS is considered shouting, and should be avoided
- Do not overuse exclamation points (!).



On this Page

1. Respect.
2. Behavior.
3. Writing.
4. Privacy.
5. Participation.
6. Deadlines.
7. Protect yourself.
8. Attendance.
9. Questions.

Technical Support

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- If your question is specific to the use of Blackboard, contact Blackboard Support at (718) 631 6624, by email : bbssupport@qcc.cuny.edu

- WRITING IN ALL CAPS is considered shouting, and should be avoided.
- Do not overuse exclamation points (!)
- Read typed discussion threads from the first message to the last before you write.
- Think before you write ... Ask yourself if your message is coherent. If you are not sure, read it to someone else before posting it.
- Be clear and concise. Do not burden the class with rambling, repetitive postings.
- Use short paragraphs (three to four lines), as they are much easier to read online.
- Proofread, proofread, proofread. Use the spelling and grammar checker that comes with your word processor, then paste your comments into the Blackboard message or email.

Blackboard support at
(718) 631 6624, by email :
bbsupport@qcc.cuny.edu
or in person: Library
Building, Room -117.

4. Privacy.

- Protect your privacy. Class discussions are open forums for the entire class. If you have something private to say to your instructor, send him or her an email or visit during office hours.
- Protect everyone else's privacy. Do not spam your classmates or instructor. Do not invite them to see your Facebook page, listen to your sales pitches, or discuss anything other than the course curriculum.
- Never send harassing emails.
- If you want to socialize with classmates, use your private email address.

5. Participation.

- When you actively participate in the discussion, you are more likely to be rewarded and viewed as a valued member of the class.
- Reading messages without participating will not only hurt your grade, it is considered rude.
- When you don't participate in the online activities of a course, you are likely to be marked absent for that class.

6. Deadlines.

- Missing deadlines is rude, as it can interfere with the operation of the online class.
- Each instructor will have their own policy regarding missed deadlines. However, you are responsible for submitting your assignments on time. If you miss a deadline, contact your instructor immediately to discuss your options.

7. Protect yourself.

- Always save and print your work before posting and emailing.
- Save your work to the hard drive of your personal computer.
- Back up your hard drive often.
- Keep printed copies of your work.
- Protect yourself and your classmates from computer viruses by using an anti-virus program. You can obtain a free anti-virus program at the Software Center on the [CUNY eMail](#).

8. Attendance.

- It is your responsibility to check the Blackboard course site regularly.
- Plan on devoting at least 9 - 12 hours of course time per week for a three-credit course.
- When you don't participate in the online activities of a course you are more likely to be marked as absent for that class.
- Let your instructor know if you will be absent.
- Check the Discussion Forums and your email often.
- Promptly reply to comments about your postings on discussion forums and to any eMails.
- Try to respond within 24 hours, but do not take longer than 48 hours.

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- Promptly reply to comments about your postings on discussion forums and to any eMails.
- Try to respond within 24 hours, but do not to take longer than 48 hours.

9. Please contact your instructor if you have any questions about netiquette.

Self-Review Questions

Your answers from the Self-Review won't be collected, analyzed or graded. The main purpose of this activity is to help you understand some important Netiquette rules that all members of the Queensborough Community College community are expected to follow.

Directions: For each question in the Self-Review Questions, select one answer by clicking the button next to it. When you are finished answering all of the questions, click the Submit button at the bottom of the page.

Quiz Group



Marketing of PNET and FNET Campaign

Nidhi Gadura & Jodie Childers

Finished Tasks

After discovering that over 30% of our students are not aware that they enrolled in PNET or FNET classes on the first day of classes, we decided to create a subcommittee focused on filling in this information gap. Our committee's charge was to find ways to help students and advisors become more cognizant of PNET and FNET designations when registering for classes. Nidhi Gadura designed a flyer explaining the PNET and FNET designations with input from Bruce Naples and Ann Tuillo. She contacted Dr. Joan Greenhut, Robert Kueper, Scott Beltzer, Dr. Moni Chauhan from STEM Academy, Gail Patterson from Health Sciences Academy and Vickie from ASAP. The email was sent with the attached flyer (see attached email and flyer) and was followed up by phone calls to Vickie, Scott and Dr. Chauhan. It was explained that since a lot of students don't realize the PNET, FNET designations when they register, it is critical that discussion happens during advisement period. Jodie Childers contacted the Liberal Arts Academy, the Visual Performing Arts Academy, and the Business Academy (see attached email) .

Future Tasks

During the semester, Jodie also researched different ways in which online learning is marketed at other CUNY schools. Next semester, it would be valuable to build off of this information and begin thinking about the overall branding and marketing of eLearning in the college as a whole and to devise ways to continue disseminating necessary information to students about eLearning while also advertising the strengths of the program.

We attempted to set up a meeting with marketing this semester but were unable to align our schedules. This could be something that we do in the fall as we continue to think about ways to promote online learning.

Attachments:

Email

Flyer

Dear Academy Advisors:

As part of the eLearning Committee, I have been charged to help students become more cognizant of online course designations when registering for courses. The eLearning Committee has discovered that nearly 30% of our students don't realize when they are registered for fully or partially online courses and only find out on the first day of classes. In order to help students understand the PNET and FNET

designations on CUNYfirst, we have devised a flyer that may be useful when registering students or when talking with students about their online options.

I'm attaching a copy of the flyer. Thank you for time, and please let me know if you have any questions.

All best,

Jodie Childers
eLearning Committee

Dear Moni, Bob, Joan and Scott,

I am writing this email as part of a QCC eLearning Committee member.

It is my responsibility in the committee to reach out to academy advisors regarding issues that we face with online courses on campus.

a) A lot of faculty reported that over 30% of students in the online class are not even aware that they have registered for a fully online FNET or partially online PNET course. These designations are there on CUNYfirst but students tend to ignore them sometimes.

b) Some students register for these classes thinking that it will be less work since it is less time spent on campus.

We are hoping that since students see their academy advisors first, you guys can serve as a first line of dissemination of this important information for us.

Can you please share this with all the advisors at your next meeting or feel free to email it to students as you see fit. Should you have anymore questions regarding the same, I will be more than happy to talk to you in person as well.

Thanks!
Nidhi

ATTN: ACADEMY ADVISORS & QCC STUDENTS

Do you know what PNET, FNET, etc. mean?

When you register on CUNYfirst, please pay attention to course designations:

Mode of Instruction Definitions:

Fully online (FNET)– 100% of scheduled class meetings are replaced with online activities or virtual meetings. All class work, including exams, is online.

Partially online (PNET) – 30 - 80% of scheduled classes meetings are replaced with online activities or virtual meetings. Also known as Blended or Hybrid.

Web-enhanced – No scheduled class meetings are replaced, but some of the course content and assignments, as well as required or optional activities, are online.

Class Detail

BU 401 - PNTA Elements of Marketing
Queensborough CC | 2015 Fall Term | Lecture

Class Details	
Status	Open
Class Number	59274
Section	Regular Academic Session
Units	3 units
Instruction Mode	Partially Online
Class Components	Lecture Required
Career	Undergraduate
Dates	6/27/2015 - 12/23/2015
Grading	Undergraduate Letter Grades
Location	Queensborough CC
Campus	Queensborough CC
Topic	Writing Intensive Course

Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	Topic
We 9:10AM - 10:00AM	Humanities 349		09/27/2015 - 12/23/2015	

Enrollment Information

Enrollment Requirements: PREREQ: BU201

Class Attributes: Writing Intensive Course

Class Availability			
Class Capacity	24	Wait List Capacity	5
Enrollment Total	0	Wait List Total	0
Available Seats	24		

Notes

Class Notes: Partially online course; internet access required

- Nearly 30% of our students don't realize they are registered for an online class.
- Students need to check their Tigermail and Blackboard frequently!
- A partially or fully online course does not mean less work!
- Students must watch out for assignments or due dates online!

Please contact the course instructor for further information

eLearning end of semester report

Sub- committee Faculty Brown bag Lunch

May 14, 2015

Submitted by: Barbara Saur and Edward Davis

Accomplishments:

The Brown Bag Lunch was successful.

- The work within the Brown Bag Subcommittee finally saw light with our first event, "*20 Minute Webinar : What kinds of questions encourage student interaction*"- April 1, 2015 with a showing of 15 attendees.
- Print outs of the webinar PPT's were provided by Bruce Naples.
- Faculty held a very engaging dialogue and shared their strategies they utilize to help engage student interaction in the classroom.
- A free massage was raffled off at the close of our lunch. Massage was donated by QCC Massage Therapy.
- Cookies and coffee were provided by Bruce Naples
- Survey results were positive and the committee plans to sponsor more Brown Bag Lunches in the future.

Some challenges met:

- The plan was to sponsor 2 brown bag lunches in the spring semester. Other activities on campus made this a challenge. Only one was accomplished.
- The mode of communication or invitation created a bit of a problem. We utilized the publishers program to create post card invitations. There was much red tape, marketing issues and financial concern regarding printing actual post cards in Printing Dept. Then Ed and I opted to send it electronically via email, unsuccessfully. The program chosen to create the post card invitation was not easily compatible to all servers on campus rendering it unusable. Finally with the help of Bruce Naples who reformatted the post card and imbedded the rsvp into the mailing the invitations were sent electronically. However the result of this was the print was blurred and difficult to read. Another memo-like invitation with rsvp was sent successfully .

Future plan

- 20 minute mentor topics for next semester as indicated to be topics of interest to the brown bag lunch participants in the post workshop survey have been selected.
Topics are:
- Rubrics
- effective {online} group management; using writing in the classroom
- New apps in teaching and learning
- Plan for two next semester October and November
- Use Microsoft word to create the invitation. Not to be excessively elaborate.
- Consider to have a recorder take notes next year and write an article to be published.

Report of project progress - E-learning institute website Subcommittee -E-Learning institute Webpage

Member :KWANG HYUN KIM

URL(Development): <http://www.qcc.cuny.edu/mathCS/personal/kkim/el2/#/>

Finished tasks

1. We finished the basic structure of e learning institute website including the sidebar.
2. New logo for the website was created and added.
3. We reconstructed the entire website structures using the Google Angular Material framework for future flexibility.
4. We added one Case study from Dr. Nidhi Gadrura.
5. We added a mobile support partially.



[Application form for 2015 e-Learning institute!](#)

Pre-institute Preparation by Faculty Participants

1. Test your CUNY-Portal (Blackboard) Username and Password - If you have ANY problem logging in, make an appointment and see Denis Bejar (x6624) before the institute begins.

In progress

1. 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 documents related to e-learning institute.

Future tasks

1. Debugging: Committee and ACC will review the website.
2. Full mobile support: We will update the Header and footer which are maintained by the college.
3. Deployment - We are currently using the personal webpage for the development. We need a permission from ACC to deploy it to the e learning institute on the QCC server.