

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held September 13th, 2018, Room CETL Lab

Meeting called to order at 3:10 P.M.

In Attendance: Kathleen Landy (President's designee), Kevin Kolack (2019), Meg Tarafdar (2019), Peter Novick (2020), Eugene Desepoli (2021) Joseph Goldenberg (2018), Zeynep Akcay (2020), Nina Sarkar (2020) and Lakersha Smith (2021).

Not present: Denis Bejar (OET)

Minutes of May 10th, 2018 – approved by unanimous vote

- ACC/CETL update and announcements (Kathleen Landy):
 - ✓ Collaborative efforts from Denis and Staff, Stephen DiDio, Dave Moretti etc, to hustle to respond to the transition of student emails to outlook 365.
 - ✓ Denis hosting lab hours to orient/convert students to the new platform.
 - ✓ Plans to get materials to faculty to learn one drive and office 365 before the switch next year.
 - ✓ E-Learning institute was a success with two of the ten days being held online.
 - ✓ Denis also implemented an informal working group to coordinate all tech initiatives on campus (ie. Blackboard, Starfish).

Old business

- Subcommittee reports/plans/changes/additions:

Marketing of online courses (Meg Tarafdar & Eugene Desepoli)

(Committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses)

- ✓ Meg plans on meeting with advisors to communicate what FNET and PNET courses are before the Spring registration. She will contact Sandy in academic advising as Franz is no longer with the college. SSD students begin registration in early October. Kathleen recommends listening to the advisors' concerns and questions.
- ✓ As Eileen has resigned due to a teaching conflict, Kevin asked for a volunteer to help Meg with the e-Learning newsletter. Gene is going to take on the initiative and both will aim to make the next newsletter completely ADA compliant.

Brown bag lunches for online faculty (Nina)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
 - ✓ Nina has a brown bag lunch meeting from last semester but needs to find a date. She will let the group know in a week.

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- ✓ Kevin asked if anyone is interested in a magna commons event and Kathleen added that if anyone has any ideas or thoughts on an e-Learning topic, we can choose our own and be supported by CETL.
- ✓ Kevin will look for and send out the list of topics that were once compiled and requested by Meg.

Policies and Standards for eLearning at QCC (Kevin Kolack, Kathleen Landy, Denis Bejar, Peter Novick)

- (work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate)
 - ✓ Kevin and Kathleen met with Phil Pecorino and decided to have the senate approve of a new charge for our committee to develop e-Learning guidelines. It is currently planned to be reviewed by the senate at the November meeting, but attempts will be made to have it pushed to October's meeting. Kevin will send us the draft documents soon.
 - ✓ We need to keep e-Learning courses consistent with traditional courses. Meg mentioned that there is a need for technology support for troubleshooting and Nina commented on refining assessment to meet objectives.
- New business
 - ✓ Eileen White has resigned from the committee. Both she and Kevin have asked the CoC for a replacement.
 - ✓ Kevin, or one member from our committee, is automatically on the Technology Fee Committee for the college. Bill Faulkner will be contacted to find out when and where they meet.
 - ✓ Distribution lists (course emails)- We currently do not have access to the course emails that were traditionally provided by Tony Hong. This could be due to the student email platform switch. You can currently make your own list and BCC all students, use blackboard or CUNYFirst to contact students one class at a time. Is there a plan to bring it back? Kathleen will ask why it has been eliminated and find out if there is a plan to have it returned. If not, Kathleen suggested that our committee holds a focus group on outlook 365 to show the faculty perspective and come up with an implementation plan for the fall.
- Next meeting is October 11th at 3:10 in the CETL Lab.
- **Meeting was adjourned at 4:03 pm.**