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

In Attendance: Zeynep Akcay, Aviva Geismar, Kevin Kolack, Kathleen Landy (President's designee), Nina Sarkar, Meg Tarafdar , Eileen White, Anjalie Gaba (student rep)

Not present: Denis Bejar (OET), Jeff Hall, Dimitrios Kokkinos, Peter Novick, TBA (CoC designee), Naja Berg Hougaard (Steering Committee designee), Stephanie Morales

AGENDA
- Welcome, introduction of each member and functions of the eLearning Committee
- Minutes of September 14th, 2017—approved unanimously
- Ways for creating policies that are adequately supportive of the faculty member but not restrictive were discussed.
- ACC/CETL update and announcements –
    - ✓ Office of Educational Technology will present at the Mercy College IT conference.
    - ✓ Meg will go to the meeting of advisors and remind them to advise students about PNET courses.
- Meg updated about the newsletter: It is coming by first week of November. Topics to include: November brown bag lunch, office changes of OET, upcoming workshops, IT conference and information on FNET, PNET courses.
- Subcommittee reports/plans/changes/additions:

Marketing of online courses : committee newsletter; design and implement a marketing campaign at QCC for higher recognition of online courses- Meg Tarafdar & Eileen White
- Kathleen has not heard back from marketing about flyers. She will reach out to them.

Brown bag lunches for online faculty: coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education
- Zeynep will run November brown bag lunch on the online homework platform Lumen.

Policies and Standards for eLearning at QCC : work with CETL/OET to devise standards/policies for eLearning at QCC to be formally adopted by the Senate- Kevin Kolack, Kathleen Landy, Denis Bejar
- Kevin, Kathleen and Denis had a meeting to decide what to discuss during meetings and outline of the eLearning policy. The progress on the policy will be reported to the Middle

states committee who is aware of the current work.

New business:

- Information about the ADA compliance of QCC website.

- Next meeting scheduled for November 15th, 2017, in room L313 at 1pm after the bag lunch.

  This is a change from the scheduled time/date which would be the next day.

Meeting was adjourned at 4:00 pm.