

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held December 6th, 2018, Room CETL Lab

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

In Attendance: Zeynep Akcay (2020), Carlene Byfield (2019), Gene Desepoli (2021), Kevin Kolack (2019), Susan Lago (Steering Committee designee), Kathleen Landy (President's designee), Peter Novick (2020), Nina Sarkar (2020), Kersha Smith (2021), Meg Tarafdar (2019)

Not present: Joseph Goldenberg (2018), Alex Roberts (student rep), Mariam Afia Sawiba (student rep), Liisa Yonker (CoC designee)

Minutes of November 15th, 2018 – approved with minor edits (to be corrected)

- ACC/CETL update and announcements (Kathleen Landy)
 - ✓ CETL calendar for the Spring semester is being developed.
- Tech Fee Committee Update (Zeynep)
 - ✓ \$3 million allotted to QCC- currently following predicted expenditures
 - ✓ Feb 26th is the first Spring semester meeting (Kevin advertized the need for committee volunteers to attend when dates become available.
- Survey of online faculty
 - ✓ Needs to be distributed ASAP. New questions have been added since its initial draft including, the important question of, "Would you consider turning your PNET into an FNET?" Kevin, Kathleen, Denis and Peter met with VP Palmer and the goal is to pilot some FNET courses for an initial set of assessment data so that we can advocate for an expansion of the program. Susan Lago volunteered to have her course used in the data collection.

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 brought copies of the newsletter and it is ready to go.
 - ✓ There was a question on ADA compliance of the newsletter. Kathleen recommended that for now on, the newsletter gets pasted right into the web site which is already ADA compliant. Although it isn't as beautiful to look at as the flyers Meg has previously made, the newsletters will no longer be in pdf form. Meg and Kevin will talk about this change.

Committee on eLearning
A Queensborough Community College Academic Senate Standing Committee
Minutes of Committee meeting held December 6th, 2018, Room CETL Lab

- ✓ It was recommended that a comment be added saying to contact bbsupport@qcc.cuny.edu and not DBejar@qcc.cuny.edu for Blackboard help since both Denis and Mark check that address as their availability permits

Brown bag lunches for online faculty (Nina)

- (coordinate, promote, and run informal but informative meetings for QCC faculty who are interested in online education)
 - ✓ A new professional development seminar needs to be planned for the Spring so that we can get on the CETL calendar.
 - ✓ Nina came up with the idea of inviting textbook publishers to demonstrate how the electronic tools can be incorporated directly into blackboard. 3 sessions could be planned with Pearson, McGraw etc. Keisha mentioned it would be beneficial to find out which text companies are used the most across campus. It should start with one early in the semester and if it goes well we can expand to additional publishers. VP Palmer will be consulted to get the green light. Nina and Kathleen will coordinate dates.

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)
 - ✓ Joe Culkin was shown the draft. There was a concern that FNETs are not assessed. There needs to be guidance for assessment forms for online courses. To do ASAP: Changes are required before sent to the senate for approval.
 - ✓ Nina asked about the number of online hours a professor can teach a semester and also if PNET courses require online office hours. Also, can we provide the PNET and FNET instructors the QM rubric? Kathleen mentioned that the QM rubric is under copyright and we may not be able to distribute. Kevin asked if our rubric is too similar to the QM. It was decided that the guidelines will be submitted for approval by the senate with a note that the rubric will be shared in the spring.
- New business
 - ✓ **Dates for the Spring 2019 semester are as follows: February 21st, March 14th, April 11th and May 9th.**
- Next meeting is February 21st at 3:10 in the CETL Lab.
- **Meeting was adjourned at 4:06 pm.**

Happy Holidays,

Dr. Peter A. Novick, Secretary