

eLearning Committee minutes for February 26, 2010 Meeting @12:30-2:00PM in Building Z Training Room

COMMITTEE MEMBERS ATTENDING: Rona Axelrod, Ellie Bunting, Lee Campbell, Valecia Carter, Frank Dowd, Ann Eastman, Randall Gordon, Bev Hall, Sam King, George Manacheril and David Oliver

COMMITTEE MEMBERS MISSING: Mary Harder, Dale Hoover, Deb Johnson, Phenessa Jones, Pat Newell, Peggy Romeo, Sharon Rooks and Cheryl Turton

EDISON ONLINE STAFF WERE ASKED NOT TO ATTEND THIS MEETING.

The agenda for this meeting was to review the newly drafted Edison Online COPs (College Operating Procedures).

General Comments

- Congratulations to Randy Gordon for successfully completing the Quality Matters certification.
- Ann proposed an alternative Purpose Statement, committee verbally approved this revision:

Edison Online provides programs and services that empower instructors, students, and staff members at Edison State College to use technology to either enhance teaching and learning in a traditional classroom setting or to create an alternative online learning environment in a virtual classroom.

- David feels that full time faculty should have an inherent right to teach online. Rationale is that more and more classes are heading toward online. If online was not offered to the full time faculty, some instructors would not be able to maintain a full course load.
- George feels that we need to monitor whether adjuncts are following the master course. We discussed the use of an Expectations Checklist that would be given to all online instructors when they sign their contracts. Ellie suggested that in the future, full time online chairs could monitor adjuncts as part of their duty.
- The Expectations Checklist that will be presented with a contract for online instruction should be included in the faculty contract.

Document #1: Edison Online Initial Faculty Certification

- The committee feels that this document should only apply to adjunct faculty. Full time faculty should not be reporting to an Adjunct Coordinator to determine eligibility for online instruction. It was suggested that a separate document be drafted for full time faculty. Ellie suggested adding that the Edison Online Dean and Edison Online Faculty Chair be included in procedure #1.
- In the Edison Online description, BAS should read BAS and BS courses. Valecia asked that BAS and BS abbreviations be spelled out once in the document (BAS=bachelor of applied science, BS=bachelor of science)

Document #2: Edison Online Renewal of Faculty Certification

- Under Procedures, we need to add that faculty member will need to become re-certified whenever a new LMS is adopted.
- Any professional development requirements for online instructors should be included in the faculty contract. Ellie expressed union concerns about requiring faculty to do something that they have not done before. She suggested putting this in the Faculty Evaluation plan.
- Sam stated that any changes to the faculty portfolio (inclusion of a review of at least one online course) should be mandated in the portfolio.

Document #3: Edison Online Training for On-Campus Class Enhancement

- There is concern that instructors using LMS for enhanced traditional courses are not required to pass the training to use LMS. Committee was looking to have standards across the board for using the LMS whether it is for a traditional class or a virtual class.

Document #4: Edison Online Renewal of Faculty Certification

- It was suggested to title the document “Blended and Online New Course Development:
- Valecia suggested we modify the beginning of procedure #1 to be :The person requesting a new **online** course or course conversion ...”
- We discussed whether a faculty member should be given priority to create/teach the online version. It was discussed that if a faculty member created the traditional F2F course they should be given priority to create the online version. David will send a suggestion for which faculty member should get priority to teach an online course.
- It was determined that this document was specifically for course design and not for selection of an online instructor.

Document #5: Online Course Development Stipend Checklist

- Since the time was approaching 2PM and several members of the committee needed to leave, Rona suggested that this document should be reviewed and that suggestions should be emailed to Rona.

NEXT MEETING IS FRIDAY MARCH 19TH, 2010 @ 12:30PM (BUILDING Z)

Title	First	Last	Campus	Office	Dept	Phone	Extension	login
Professor	Rona	Axelrod	Lee	H-239	Mathematics	239-489-9437	x1437	raxelrod
Professor	Ellie	Bunting	Lee	T-113	English	239-489-9389	x1389	ebunting
Dr.	Lee	Campbell	Charlotte	FO-111	Sociology	941-637-5612	x5612	lcampbell
Dr.	Valera	Carter	Lee		Nursing			vcarter
Professor	Frank	Dowd	Lee	J-213	Library	239-489-9449	x1449	fdowd
Dr.	Ann	Eastman	Lee	O-211	Speech	239-489-9438	x1438	aeastman
Professor	Randall	Gordon	Online	n/a	English	678-985-9210		rgordon1
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Professor	Deborah	Johnson	Collier	F-110	Computer Science	239-732-3759	x3759	djohnson
Professor	Phenessa	Jones	Charlotte		Library	941-637-5644	x5644	pjones3
Professor	Sam	King	Charlotte	FO-106	Accounting	941-637-5610	x5610	sking
Professor	George	Manacheril	Charlotte	SC-111	Physical Sciences	941-637-5690	x5690	gmanacheril
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Dr.	Peggy	Romeo	Lee	H-234	Biology	239-489-9884	x1484	promео
Dr.	Sharon	Rooks	Lee	L-113C	Humanities	239-489-9471	x1471	srooks
Dr.	Cheryl	Turton	Lee		Nursing			cturton