Minutes: 5th eLearning Committee Meeting 2011-2012
Friday April 27, 2012 @ 2:00PM   TLC I-122

	Attended?		Attended?		Attended?
Rona Axelrod	*YES*	Eileen DeLuca	*YES*	Sam King	*YES*
Jane Bigelow	*NO*	Marti Jenner	*YES*	Regina Miller	*YES*
Ellie Bunting	*YES*	Deb Johnson	*NO*	Kristen Zimmerman	*YES*

- Minutes from the 4th meeting were distributed. Asked for comments/corrections. Will re-distribute the comments on the COP document and then get approval from committee.
- Robert (Dobin) Anderson was invited to the meeting to discuss COPs and proctoring.
- Continued discussion of COP 03-0805 Edison Online: General Course Operating Procedures
    - Need to address the description of Edison Online at the beginning of the COP (see page 1 of attached document)
    - Added phrase to address timeframe regarding grading (see Semester Start Procedures: Procedure 1b)
    - Added phrase to replace the "course introduction video" with the "use of audio and visual presentation" (see Course Procedures: Procedure 1b)
    - Dobin will modify the document and send back to the committee for approval
- Started discussion of COP 03-0801 Edison Online: Initial Faculty Certification
    - Dobin discussed the history of the COP and its 2 prong approach: LMS training and pedagogy workshop
    - New certification process incorporates these 2 aspects of training
    - Re-certification of online faculty requires 1 professional development activity annually
    - Recommended creating 1 COP that addresses the use of the LMS and all associated categories: online, blended, and ground
- Discussed funding for LMS
    - Starting in July 2012, IT will pay 50% and Edison Online will pay 50%
    - Ground instructors will be able to start LMS training during the summer
- Discussed the possibility of hiring an Instructional Designer to assist ground instructors
    - Person would work along with Edison Online staff but would reach out to the different campuses
    - eStudio has seen the benefits of an instructional designer that can assist faculty with the technologies and pedagogies
- Discussed the benefits of using the LMS campus-wide
    - FYE course, online courses, ground courses, blended courses
    - Able to collect assessment data
    - Can use to distribute common course assessments
    - The more exposure for the student has to the LMS, the higher the probability the student will succeed at Edison

- Discussed the implementation of the virtual lab in the library
  - Additional virtual labs are needed campus-wide
  - Computer stations are inexpensive
  - No need to install software or reimage computer stations
  - All software resides on servers
- Discussed Proctored Exams
  - Discussed the need for student identification in online courses
  - Recommended that the gatekeeper/weed out/high enrollment courses institute proctored exams
    - All math courses and ENC1101 currently use at least 1 proctored exam
  - Some blended course instructors would prefer to use their meeting times for instruction and not for proctored exams
    - Blended courses can NOT use testing center due to funding
    - Are there other testing options for blended courses?
  - Discussed the ProctorU service
    - Piloted during Spring 2012 semester
    - Uses identification verification with a series of questions and drivers license identification
    - Students must have webcam
    - Some minor technical issues
    - Can blended courses use ProctorU service?
      - Could there be a lab/course fee to cover the expense?
  - Will require instructors to submit testing requests by day 1 of semester
  - Need to institute some form of student identification into all online courses
    - Recommended a photo of person and some form of identification (drivers license)
    - It is SACS policy to verify student identification
- Discussed a request for more professional development workshops for best practices in online learning
  - Edison Online will work more closely with the TLC and develop workshops
  - Record the workshops and post online
  - Canvas provides weekly webinars on various topics
  - Open house courses will be available in the Canvas Instructor Information Station
  - Will use a blog in the Information Station
  - Best practice questions are discussed during the training
- **Action Items**
  - Seek approval for minutes from March 21st meeting (all committee members)
  - Seek approval for minutes from April 27th meeting (all committee members)
  - Ask if committee members would like to continue membership for 2012-2013 (all committee members)
  - Recommend courses that should institute proctored exams (Rona and Dobin)

- o Discuss testing options for blended courses (Rona, Dobin, and Sam)
- o Need to continue discussion of COPs in 2012-2013 academic year (all committee members)

2011-2012 Schedule of Meetings

~~Friday September 23, 2011 @ 2PM~~	~~Wednesday March 21, 2012 @2:30 PM~~
~~Friday October 28, 2011 @2PM~~	~~Friday April 27, 2012 @2PM~~
~~Friday January 27, 2012 @2PM~~	