

**Minutes: 3<sup>rd</sup> eLearning Committee Meeting 2011-2012**  
**Friday January 27, 2012 @ 2PM TLC I-122**

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

- Dobin Anderson facilitated meeting in Rona Axelrod's absence.
- Minutes from the 2<sup>nd</sup> meeting. Asked for comments/corrections. Approved minutes
- Edison Online: General College Operating Procedures
  - Guidelines:
    - Edison Online: Training and mentoring online (Training through eLearning or Department), Mentor for faculty, and continuous training
    - Semester Start procedures: Instructors – timely and effective communication from instructors
      - Procedures: Proctored Exam, Proctor U as an alternative
        - Guidelines for Attendance verification: Instructor providing feasible activity to document attendance verification, attendance completed by Official College Calendar and other departmental guidelines
    - Course Procedures
      - Procedures: Timely feedback to students, Best Practices for responding to student inquiries and providing timely feedback
      - Check with union regarding 14 days grading timeline
      - Add course materials into tuition as distance learning fee

**2011-2012 Schedule of Meetings**

<del>Friday September 23, 2011 @ 2PM</del>	Wednesday March 21, 2012 @2PM
<del>Friday October 28, 2011 @2PM</del>	Friday April 27, 2012 @2PM
<del>Friday January 27, 2012 @2PM</del>	