Minutes: 2nd eLearning Committee Meeting 2011-2012
Friday October 28, 2011 @ 2PM   TLC I-122 Lee Campus

	Attended?		Attended?		Attended?
Rona Axelrod	*YES*	Eileen DeLuca	*YES*	Sam King	*YES*
Jane Bigelow	*YES*	Marti Jenner	*YES*	Regina Miller	*YES*
Ellie Bunting	*YES*	Deb Johnson	*YES*	Kristen Zimmerman	*YES*

- Introduction of Committee members
  - Deb Johnson introduced herself to the committee
- Documents Uploaded to Canvas
  - Minutes from the 1st meeting. Asked for corrections/comments.
  - Mission statement
  - Edison Online College Operating Procedures:
    - Initial Faculty Certification
    - New Course Development
    - Enhancing Ground Courses
    - Renewal Faculty Certification
- Need to upload documents to Canvas
  - Mission Statement. Ask for corrections/comments
  - Quality Matters Rubric
  - Mel Rizzuto's Rubric used for Course Design
- Sam requested that CGS 2511 be considered for online.
  - Needs to complete and submit course development form
- Rona provided background on Quality Matters project
  - Summer 2010 – MAT 1033 and WOH 1030
    - Both courses have been through complete QM cycle
    - Instructors used feedback to improve courses
    - Need to check latest success rates in these courses
  - Fall 2010 – ENC1101
    - Course went through redesign
    - Feedback was distributed to all those working on course redesign
    - Exams are pulled from testbank
      - eStudio assessments are good
      - online assessments are not
      - Ellie asked for someone to review the assessments, she experienced low test scores in the online class
  - Spring 2011 – BSC 1010
    - Need to follow up with Randy and Peggy

- Peggy needs to complete the faculty response form
- Several requests have been made, no response thus far
  - Spring 2011 – Adjunct Self-Evaluation
    - Completed as part of the e-Portfolio process, adjuncts were asked to conduct a QM Self-Evaluation
    - Most took the exercise seriously
  - Last meeting we recommended implementation of computer/technical literacy modules and assessment of student's readiness for online learning.
    - **LRSC** - Learning Resources Standing Committee of the Council on Instructional Affairs (FL DOE) is creating the modules and will make them available.
    - **Update:** It was recommended that the computer literacy modules be incorporated into the FYE curriculum. Rona contacted Myra Walters regarding the recommendation, waiting to hear back.
    - **Issues:** Can we make the assessments mandatory in the online program? Can instructors incorporate the assessment/modules into their syllabi?
  - 2006 and 2011 (draft) documents have been uploaded to the canvas course
- **Background/Future of Learning Management System**
  - Committee wants to know student perceptions of Canvas/Blackboard
  - UPDATE FROM DOBIN: Yes – very positive towards Canvas, not as much towards Blackboard. The information will be uploaded shortly to the "Why Canvas" course that explains our entire process.
  - Will the blended courses and CE6 enhanced courses be brought over to new LMS?
    - UPDATE FROM DOBIN: Eventually, but Online will be the first to move along with the FYE classes because we wanted them to experience the new system as they come in and not CE6. Officially, EOL is paying the full price for the system until the fall, so we will concentrate on blended and ground courses starting this summer.
- College Operating Procedures
- Committee will start to review the documents
  - Dobin has been working to revise the document, He will have drafts ready for review by the middle of next week
- **Evaluation of course design**
  - Created discussion in canvas
  - Will start to solicit feedback from committee regarding current process (QM)
- **Evaluation of course instruction**
  - Created discussion in canvas
  - Need to examine issues in evaluating full time instructors

- o Do not have same issues in evaluating adjunct instructors
- o Need to research evaluation of online instruction

2011-2012 Schedule of Meetings

~~Friday September 23, 2011 @ 2PM~~	Friday January 27, 2012 @2PM
~~Friday October 28, 2011 @2PM~~	Friday February 24, 2012 @2PM
No Meeting in November	Friday March 23, 2012 @2PM
	Friday April 27, 2012 @2PM