

## *Minutes*

eLearning Committee Meeting

September 20, 2013

Meetings are held on the 3<sup>rd</sup> Friday @ 1PM

9/20, 10/18, 11/15, 01/17, 2/21, 3/21, 4/18

Lee U-102 Charlotte J-118 Collier M-119 Hendry Glades A-106

	Present	Absent	Excused		Present	Absent	Excused
<b><u>Administration (1)</u></b>				<b><u>Staff (1)</u></b>			
Mary Myers	X			Robert (Dobin)A nderson	X		
<b><u>Faculty (13)</u></b>				<b><u>Adjunct Faculty</u></b>			
Rona Axelrod	X						
Jennifer Barreto	X						
Jane Bigelow	X						
Ellie Bunting	X						
Alisa Callahan	X						
Sara Dustin	X						
Louise Ford			X				
Rebecca Harris	X			<b><u>Guests</u></b>			
Martha (Marti) Jenner	X						
Roz Jester	X						
Ivan Melendez-Leon	X						
Mary Robertson			X				
Peggy Romeo	X						
Joan VanGlabek	X						

- I. Introductions
- II. Motion carried to elect Chairperson: Rona Axelrod
- III. E-Learning Committee is now officially an Academic Standing Committee.
  - a. Representation on the committee is designed to encourage participation from all schools and divisions across the college (not just campuses).
  - b. The e Learning Committee scope of responsibilities and membership was ratified by the committee members.
  - c. Members may serve two year terms.
  - d. The idea that all members will roll off the committee simultaneously will be evaluated in the future.
- IV. Edison Online's scope increased to include blended and ground classes because of a change in funding to include more than distance learning fees. Due to the expanded coverage, EOL has restructured its organization among three directors (Dobin Anderson, Melissa Rizzuto, and an open position).

- V. Denise Swafford, Director, Testing Services will be invited to a future meeting.
- VI. Committee members thought the idea of a Canvas user group added to the Instructor Information Station would be a good and useful resource.
- VII. The Committee will look to evaluate the eSir and the eSir process in the future and will likely create a subcommittee for such purpose.
- VIII. EOL will hold a Fall Institute on the Lee Campus Friday/Saturday on November 1 & 2. The Spring Institute will be held in Collier.
- IX. The remainder of the meeting time was used to review Edison Online's COPs and associated Certification Guidelines, Guidelines for Course Introductions, Guidelines for Course Syllabi and Attendance Verification, and Guidelines for Final Grade Submission and Course Conclusion. The COPs and Guidelines will be posted in the Canvas course for further review and discussion.
- X. Meeting was adjourned at 1:55PM.