eLearning Committee

Minutes
eLearning Committee Meeting
October 18, 2013
Meetings are held on the 3rd 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
Administration (1)				**Staff (1)**			
Mary Myers	X			Robert (Dobin) Anderson	X		
Faculty (14)							
Rona Axelrod	X						
Jennifer Barreto			X	**Adjunct Faculty**			
Jane Bigelow	X						
Ellie Bunting	X						
Alisa Callahan	X						
Sara Dustin	X						
Louise Ford	X						
Rebecca Harris	X			**Guests**			
Martha (Marti) Jenner	X						
Roz Jester	X						
Ivan Melendez-Leon	X						
Mary Robertson	X						
Peggy Romeo	X						
Joan VanGlabek	X						

I. Approved minutes from 1st meeting of the eLearning Committee on September 20, 2013

II. E-Learning Committee charge as an Academic Standing Committee
 a. Membership discussion: committee agreed to delete "minimum" from the wording of "minimum two year commitment" in the standing committee description with the intent that it may alleviate the concern that all members will roll off the committee simultaneously.
 b. Committee approved the language outlining the charge of the committee's role and responsibilities.

III. COP Review: EOL COP 03-801: Initial Faculty Certification
 a. Guidelines as referenced in COPs are designed to provide flexibility to EOL, and will remain as presently structured; however, any changes to such guidelines must be approved by the eLearning Committee
 b. Agreed that EOL will add a FAQ/How do I teach online at ESC web page if it is acceptable to Human Resources. Dobin Anderson will follow up with the committee with HR's reply.
 c. Mary Myers will send out the cohort certification schedule through 2014 to committee members, and Dobin will adjust the schedule as needed in order to allow new online instructors complete certification prior to the start of a new semester.
 d. EOL has agreed to implement the recommended changes.
 e. COP 03-802 & COP 03-803 were tabled for future discussion and modification.

IV.   eSirs

      a. Current process:

          i. emails sent at midnight to student's XXX@edison.edu; not through Canvas.
         ii. Student is required to locate and input the course CRN.
       iii. Internet Explorer must be used with the eSir process which is contrary to the recommended browsers supported by EOL.
       iv. eSir reporting are .pdf files where it is difficult to manipulate the data for useful interpretation.

      b. New Process:

          i. Must be compatible with the new collective bargaining agreement
         ii. Discussion will be continued at the next meeting of the eLearning committee.

V.   Meeting adjourned at 1:55PM.