

Minutes

eLearning Committee Meeting

January 17, 2014

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-201

2/21, 3/21 Lee AA-177

	Present	Absent	Excused		Present	Absent	Excused
<u>Administration (1)</u>				<u>Staff (1)</u>			
Mary Myers	X			Robert (Dobin) Anderson	X		
<u>Faculty (14)</u>				<u>Adjunct Faculty</u>			
Rona Axelrod	X						
Jennifer Barreto			X				
Jane Bigelow	X						
Ellie Bunting	X						
Alisa Callahan	X						
Sara Dustin	X						
Louise Ford	X						
Rebecca Harris			X				
Martha (Marti) Jenner	X						
Roz Jester	X						
Ivan Melendez-Leon	X						
Mary Robertson	X						
Peggy Romeo	X						
Joan VanGlabek			X				
<u>Guests</u>							

- I. Committee approved minutes from 3rd meeting of the eLearning Committee on November 15, 2013.
- II. Committee Approved: EOL COP 03-0801: Initial Faculty Certification
- III. Need re-write of EOL COP 03-0802: New Course Development (Blended and Online)
- IV. Need re-write of EOL COP 03-0804: Renewal of Faculty Certification
- V. Faculty Online Evaluations
 - A. The Committee needs to develop and recommend a model that would complement the Adjunct Faculty Portfolio that would satisfactorily evaluate/observe online adjunct faculty.
 - B. Consider the possibility of adopting course supervisors or lead instructors for every course that would be tasked with updating adjuncts and maintaining master courses, etc.
 - C. The Committee was asked to find literature and/or research existing practices at other schools regarding faculty online evaluations.
 - D. Need to request the inclusion of professional development activities relating to online teaching in the full-time teaching portfolio

- VI. Mentoring: Create a mentoring program for online adjuncts
 - A. Create a rubric
 - B. Have mentor training
 - C. Create a checklist (Dobin)

- VII. New Faculty Seminar
 - A. Members of the committee will volunteer to do a presentation on online learning/teaching
 - B. Dobin will reach out to Russell Swanson

- VIII. Meeting adjourned at 1:55PM.