

Minutes

eLearning Committee Meeting

March 21, 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
Administration (1)				Staff (2)			
Mary Myers			X	Robert (Dobin) Anderson	X		
				Wendy Athens	X		
Faculty (14)				Adjunct Faculty			
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						
				Guests			

I. Minutes Approved: Committee approved minutes from the February 21, 2014 meeting.

II. COPs Approved

A. COP 03-0802: No corrections. Marti Jenner made motion to approve and Roz Jester seconded; all voted in favor.

B. COP 03-0804: No corrections. Mary Robertson made motion to approve and Peggy Romeo seconded; all voted in favor.

C. COP 03-0805: After making the edits listed below, this COP was approved. Ellie Bunting made the motion and Marti Jenner seconded the motion.

1. Alisa Callahan recommends in semester start procedures, remove "all enrolled students" to avoid issue with roster inaccuracies early in semester
2. Throughout document, remove "the" in "the TIFDOL"
3. A space is missing in the last line.
4. Soften the wording in Part 2 from "Instructors agree to complete the following requirements upon commencement of the course within the stated timeframe" to "Instructors agree to complete all of the following requirements"
5. Add "Guidelines" to Course Closing Procedures part 1.

- III. Upcoming Faculty Institute – April 5th, Collier campus:** In the faculty-run morning session devoted to quality, it was agreed that the eLearning Committee will facilitate a morning activity that focuses on “Great Ideas” with respect to various pedagogical topics (“Best Practices” was deemed too intimidating; the topics list will be refined on the discussion board). This activity involves having faculty circulate to topical posters to post their great ideas on each of the topics, then recirculate to star their favorites on the various lists. These posters then serve as the basis for discussions during lunch and the eLearning Committee members will lead the table discussions.
- IV. Continuing work:** Next year, the committee will focus on guidelines and mentoring programs. Preliminary discussion on mentoring programs included past practices of online faculty evaluation entailing portfolio review only and the possibility of the Academic Dean serving as mentor for full-time faculty and full-time faculty functioning as mentors for adjunct faculty. Jane Bigelow shared her experience as an online faculty adjunct being evaluated by a peer at FGCU.
- V. Next Meeting:** The next meeting is scheduled for April 18th, which conflicts with the CanvasCon meeting at Pasco Hernando Community College. Several members of this committee are traveling to the conference, so this was the last committee meeting for Spring 2014. All members are asked to participate in the discussion board to refine the faculty activity and luncheon table topics for the Faculty Institute.
- VI. Meeting adjourned at 1:59pm.**