

Minutes

eLearning Committee Meeting

September 12, 2012 at 2:00 p.m. in Lee/S-117 Collier/G-109

	Present	Absent	Excused		Present	Absent	Excused
<u>Administration</u>				<u>Staff</u>			
Eileen DeLuca			X				
Kristen Zimmerman			X				
<u>Faculty</u>				<u>Adjunct Faculty</u>			
Rona Axelrod	X						
Jane Bigelow	X						
Ellie Bunting	X						
Martha (Marti) Jenner	X						
Deborah (Deb) Johnson	X						
Samantha (Sam) King	X			<u>Guests</u>			
Regina Miller		X		Robert (Dobin) Anderson	X		

- I. The committee held its first meeting of the 2012-2013 academic year.
 - a. The committee is scheduled to meet on the second Wednesday of each month starting at 2PM.
 - b. All Members are fulfilling 2nd year of term since committee was restructured in 2011: Rona Axelrod, Jane Bigelow, Ellie Bunting, Eileen DeLuca, Marti Jenner, Deb Johnson, Sam King, Regina Miller, and Kristen Zimmerman

- II. Canvas update (Anderson)
 - a. Approximately 80% of online courses have been migrated to Canvas
 - b. The majority of online instructors are now certified to teach with Canvas
 - c. Ground instructors started training during the summer
 - d. Software updates discussed

- III. Discussion of COP 03-0805 General Course Operating Procedures
 - a. Specifics were deleted from document and incorporated into Edison Online Guidelines
 - b. Edison Online Guidelines need to be vetted through the eLearning Committee
 - c. Guidelines were discussed regarding attendance verification, professor introduction videos/media, communication response time and grading
 - d. Conversation needs to continue regarding the COP

- IV. Discussion of best practices in online learning
 - a. Videos should have corresponding transcripts
 - b. Instructors need to have presence in the classroom
 - c. Syllabi should clearly state grading policy

- V. Discussion of Master Courses
 - a. Core part should not be modified
 - b. Core part reflects learning outcomes specified in the syllabus
 - c. Can the core part be locked down?
 - d. Data is relevant as long as the core remains intact.
 - e. Need to discuss further

- VI. Proctored Exams
- a. Academic departments need to have input into policies regard proctored exams
 - b. Academic departments should work with Edison Online to establish guidelines
 - c. It was suggested that lower level general education courses be proctored (Anderson)
- VII. The meeting adjourned at 2:55 p.m. The next meeting is scheduled for October 10, 2012, at 2:00 pm.