

Minutes

eLearning Committee Meeting

November 14, 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 De Luca	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 third 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 De Luca, Marti Jenner, Deb Johnson, Sam King, Regina Miller, and Kristen Zimmerman
 - c. Minutes were approved from the October 10, 2012 and the September 12, 2012 meetings.

- II. Attendance Policies
 - a. Concern has been expressed about attendance policies being discussed in the academic departments
 - b. Need clarification of the guidelines for attendance policies.
 - c. Completion of 3 activities for attendance verification is not specifically listed in the COP.
 - d. Dobin will follow up with Dean John Meyer, Business and Technology regarding attendance policies.

- III. Observation: Students have trouble using technology required in their courses
 - a. What's currently available?
 - i. FYE workshops
 - ii. Edison Online uses SmarterMeasure and Canvas orientation
 - iii. Academic Success Centers workshops
 - b. Suggestions for future?
 - i. Edison Online would like to propose a 0 credit D Term course: Introduction to Online Learning
 - ii. Conduct focus groups to collect qualitative data from students

- IV. Discussion of COP 03-0802 New Course Development
 - a. Dobin presented draft of the COP
 - b. Draft version has been uploaded to Canvas course for committee discussion

- V. The meeting adjourned at 2:55 p.m. The next meeting is scheduled for January 9, 2013, at 2:00 pm.