



eLearning Committee

MINUTES

eLearning Committee Meeting

September 19, 2014

Meetings are held on the 3rd Friday @ 12PM

9/19, 10/17, 11/21, 01/16, 2/20, 3/20, 4/17

Lee I-122 Charlotte J-118 Collier M-201

	Present	Absent	Excused
Administration (1)			
Mary Myers	X		
Faculty (14)			
Rona Axelrod	X		
Ellie Bunting	X		
Alisa Callahan			X
Jane Charles	X		
Sara Dustin	X		
Louise Ford			X
Rebecca Harris			X
Martha (Marti) Jenner	X		
Roz Jester	X		
Deborah Johnson	X		
Ivan Melendez-Leon	X		
Mary Robertson			X
Peggy Romeo	X		
Joan VanGlabek	X		

	Present	Absent	Excused
Staff (2)			
Robert (Dobin) Anderson	X		
Wendy Athens	X		
Adjunct Faculty			
Guests			

I. Welcome Back

Congratulations to Rona Axelrod, Mary Myers, and Deborah Johnson who completed their doctorates over the summer! Rona is now in her 6th year chairing the eLearning Committee. She has asked other committee members to consider taking on this role for the next academic year. She invites those interested in chairing next year to speak with her. Thank you for your years of service, Rona!!

II. COPs Approval Status

- 03-0801 Initial Faculty Certification was approved on 09/10/2014
- 03-0802 Online Course Development was approved on 09/08/2014
- 03-0803 Online Certification Training for On Campus Class Enhancement was rescinded

UPDATE:

- 03-0804 Renewal of Faculty Certification was approved on 09/19/2014
- 03-0805 General Course Operating Procedures was approved on 09/19/2014

III. ProctorU Remote Testing Services <http://www.proctoru.com/>

Dobin proposed making ProctorU available as an option for proctored exams. Students will pay \$25 for the service. Faculty will have no additional responsibilities to implement because the Testing Centers will manage the process. Faculty can expect a notification if cheating is suspected. FSW Online will

follow the policies set forth in the course syllabus, so faculty should be explicit in how cheating should be handled. Since Testing Centers are now collecting all papers after an exam, it was discussed what would happen in the ProctorU situation. Dobin will investigate FSW Online Guidelines.

IV. Review of FSW Online Guidelines

The eLearning Committee will vet the guidelines throughout the academic year. The guidelines are posted in the eLearning Committee Canvas Course: <https://fsw.instructure.com/courses/151304>. Discussion boards have been created to collect ideas and comments. The guiding questions are: What makes a good online instructor? How to communicate best practices? Rona is seeking sub-committee volunteers to research instructor presence in support of what the eLearning Committee will ultimately promote as best practices (**UPDATE:** Wendy and Sara volunteered to help).

V. Mentoring Program for Online Faculty

Dobin created a Mentoring Canvas Course for first semester online instructors, full-time and adjunct. He recruited experienced online faculty to support the cohorts with him (Roz, Jane, Sara, and Ivan volunteered to help). Dobin will investigate how to award college service credit for this participation. Marty discussed the overlap between the BSN and ASN faculty courses currently in place with the Mentoring Canvas course. It was agreed that Dobin and Marty would collaborate to avoid redundancy.

VI. Faculty ePortfolios

Full-time faculty may submit their 2014-2015 academic portfolios as an ePortfolio. Faculty may either use the Canvas ePortfolio or a third party website. Marty has a lot of experience with ePortfolios because all BSN students submit a zip ePortfolio file as part of the colloquium course. She said that even tech savvy students struggle because the Portfolio files exceed the current maximum limit allowed. Dobin says capacity can be increased. Mary shared that the academic deans are expecting a link to the ePortfolio, not a zip file. Rona proposed that we move the Adjunct Portfolio for online faculty to an ePortfolio format since privacy/security is no longer an issue. A big advantage of ePortfolios is faculty can add to their portfolios over time.

UPDATE: Dobin has increased the size of both user account storage space and the space for group accounts (if you use groups). The course limit was increased to 1GB, the user limit was increased to 1GB, and the group limit was increased to 500 MB.

VII. Canvas Contract

Dobin will put forward a motion at the Academic Technology Committee meeting to extend the Canvas contract for three years to lock in today's lower prices. Mary cautioned that Florida might adopt a statewide LMS. If Canvas is not chosen then we can expect a phase-in plan for adoption.

UPDATE: The motion to extend the Canvas contract for three years was put forward during the Academic Technology Committee meeting on September 18th, 2014. The motion passed.

Meeting was adjourned at 12:55pm. The next eLearning Committee meeting is scheduled for Friday October 17, 2014 @ 12pm.