



eLearning Committee

MINUTES

eLearning Committee Meeting

October 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. Minutes from the 1st meeting on September 19, 2014 were approved.
- II. The new TIFDOL website
 - a. Homepage: www.fsw.edu/TIFDOL
 - b. TI: Procedures, professional development, technical, and “cool stuff” including course inserts for instructors and forms for instructors
 - c. FD: Faculty Development TLC
 - d. FSW Online: Policies and Procedures
 - e. TIFDOL blog for faculty administered by Rebecca Yost
- III. COPs previously approved during the 2013-2014 academic year:
 - a. Reviewed minor changes as modified by the VPAA, Dr. Wright.
 - b. Committee didn’t have additional comments but agreed to follow up with the Chairperson after a more thorough review to determine if any substantive changes were made.
- IV. ProctorU Remote Testing Services <http://www.proctoru.com/>
 - a. Will become a standard part of the testing process for online courses beginning in the Spring 2015 semester.

- b. For tests that allow students scrap paper, Proctor U is supposed to have students rip up the notes in the presence of the proctor, but we should consider advising faculty to require work to be done on a whiteboard that can be erased at the conclusion of the exam to ensure the integrity of the exam.
- c. Definition of an online course is that 80% -100% of the instruction is done online. Proctored tests are a vital part of the online teaching experience.
- d. Benefits to Proctor U: high school students, distance learners, students with disabilities

V. FSW Online guidelines

- a. Reviewed the guidelines sent by Melissa Rizzuto for online certification
- b. All members agreed to review and submit comments inside Canvas and will be prepared to vote on recommending the guidelines to the VPAA, Dr. Wright, by next meeting.

VI. Attendance Verification

- a. Changes to the federal statute: any completion of any assignment requires instructors to mark affirmative for attendance verification purposes.

VII. Upload of syllabi to FSW Online website

- a. Dobin is meeting with Jason Dudley to create a mechanism that will again allow instructors to upload their syllabi to the FSW Online website.

Meeting adjourned at 12:55pm.

The next eLearning Committee meeting is scheduled for Friday November 21, 2014 @ 12pm.