



eLearning Committee

MINUTES

eLearning Committee Meeting

January 16, 2015

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
<u>Administration (1)</u>			
Mary Myers	X		
<u>Faculty (14)</u>			
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
<u>Staff (2)</u>			
Robert (Dobin) Anderson	X		
Wendy Athens	X		
<u>Adjunct Faculty</u>			
<u>Guests</u>			

- I. Minutes from the 3rd meeting on November 21, 2014 were approved.**
- II. COP 03-0408 Curriculum and Instruction eLearning Committee (approved 12/02/2014)**
 - a. Rona will be stepping down as chair at the end of this academic year
 - b. Nominations will occur in March 2015
 - c. Recommendation for chair will be forwarded to Dr. Wright
- III. Spring Online Faculty Institute**
 - a. March 14, 2015 on the Lee Campus
 - b. Volunteer mentors in the online mentor course were invited to participate in a panel discussion
 - c. eLearning Committee update will be presented, the goal is to have the COPs and Guidelines approved prior to the presentation and posted on TIFDOL website
- IV. Review of the eLearning Guidelines (recommendations posted in Canvas course)**
 - a. Course Syllabi and Attendance Verification
 - b. Grade Submission and Course Completion
 - c. Course Communication & Grading
 - d. Course Introductions

Meeting adjourned at 12:55pm. The next meeting is scheduled for Friday February 20, 2015 @ 12:00pm.