



eLearning Committee

MINUTES

eLearning Committee Meeting

February 20, 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 4th meeting on January 16, 2015 were approved.
- II. Review of TIFDOL Guidelines for Online Learning (final versions will be forwarded to Dr. Wright's office for approval)
 - a. Voted to approve the following FSW Guidelines pending some minor grammatical edits:
 - i. Course Communication & Grading
 - ii. Course Introductions
 - b. The committee agreed to continue editing the FSW Guideline for Final Grade Submission and Course Conclusion.
 - i. The committee questioned whether this guideline was duplicative of an existing COP (if one exists). This will be investigated and discussed at the next meeting.
 - c. The committee began its review of the FSW Guideline for Course Syllabi & Attendance Verification.
 - i. The committee agreed to maintain the recommended three activity-based assignments and the existing language in syllabi to remain as part of the guideline.



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- III.** Informational Item: Wendy Athens shared a proposed additional step to the course development process which will include the collection of survey data from all instructors and students of a recently designed or redeveloped course.

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