eLearning Committee

MINUTES
eLearning Committee Meeting
March 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		Present	Absent	Excused
Administration (1)				**Staff (2)**			
Mary Myers			X	Robert (Dobin) Anderson	X		
				Wendy Athens	X		
Faculty (14)							
Rona Axelrod	X						
Ellie Bunting	X			**Adjunct Faculty**			
Alisa Callahan	X						
Jane Charles	X						
Sara Dustin	X						
Louise Ford			X				
Rebecca Harris			X				
Martha (Marti) Jenner	X			**Guests**			
Roz Jester	X						
Deborah Johnson	X						
Ivan Melendez-Leon	X						
Mary Robertson	X						
Peggy Romeo	X						
Joan VanGlabek	X						

I.   Minutes from the 5th meeting on February 20, 2015 were approved.

II. Election was held to select a new eLearning Committee Chairperson
   a. Chairperson will serve a two-year term (starting in the Fall 2015 semester)
   b. Dr. Roz Jester was nominated and then elected by faculty to replace Dr. Rona Axelrod as the eLearning Committee Chairperson. All faculty, voting members were unanimous in support of this election.

III. Adjunct faculty access to email and courses
   a. TIFDOL had been told by IT that they no longer shut off email and course access until a full semester has passed with a professor not teaching **and** when they are not scheduled to teach the following semester (two semesters removed from their last course).
   b. However, Marti pointed out that contract start and end dates for adjuncts preclude them from being able to get communication from faculty and/ or students and do grade changes after accessing courses. Dobin Anderson will check on this.

IV. Proctor U update (provided by Dobin Anderson)
   a. Adoption of ProctorU is now college-wide adoption (starting with the Spring 2015 semester).
   b. Utilization is presently at 150 students for this Spring semester.

c. There have been limited reported problems.
d. Proctor U has been well received by the student population.
e. Handouts provided by faculty for use during tests – ProctorU needs those resources linked in the instructions or in the online course
f. Instructors ought to be judicious when setting the time limit for an exam and using Proctor U because student pricing is tiered-based on the time limit:
    i. $18 for the first 60 minutes
    ii. $25 for 1-2 hours
    iii. $45 for an exam with unlimited time permitted.
g. Dobin will disseminate this information presented above to all online faculty.

V. Reviewed COP 03-0805 (adopted in 9/2014): General Course Operating Procedures.
a. The COP contains references to the FSW Online Course Search webpage. This webpage no longer exists.
b. Further edits will be discussed in the eLearning Canvas course.
c. A rewrite will be discussed at the April meeting.

VI. Review of TIFDOL Guidelines for Online Learning (final versions will be forwarded to Dr. Wright's office for approval)
a. Voted to approve the FSW Guidelines for Final Grade Submission and Course Conclusion pending some minor grammatical edits.
b. The committee agreed to continue their review of the FSW Guideline for Course Syllabi & Attendance Verification.

Meeting adjourned at 12:55pm. The next meeting is scheduled for Friday April 17, 2015 @ 12:00pm.