

e-Learning Committee



Meeting Minutes

Date: Nov 20, 2015, 12:00 PM – 1:00 PM

Locations: Lee AA-168
Charlotte J-118
Collier M-201A
VRM # 8033214

| | | Present | Absent | Excused |
|------------------|-----------------|---------|--------|---------|
| Rozalind Jester | Chair (PAS) | X | | |
| Ellie Bunting | AHSS | X | | |
| Brad Holley | AHSS | X | | |
| Frank Dowd | ASLR | X | | |
| Alisa Callahan | B&T | X | | |
| Deborah Johnson | B&T | X | | |
| Julia Kroeker | ED | | | X |
| Marti Jenner | HEALTH | X | | |
| Rona Axelrod | PAS | X | | |
| Peggy Romeo | PAS | X | | |
| Joan Van Glabeke | PAS | X | | |
| Mary Myers | TIFDOL | X | | |
| Robert Anderson | TIFDOL | X | | |
| Rebecca Yost | TIFDOL | X | | |
| Jason Dudley | IT Staff | | X | |
| Laura Antczak | Student Affairs | X | | |
| Guests: none | | | | |

- I. Minutes of October 16, 2015 meeting approved
- II. TIFDOL Guidelines
 - a. Published on November 9, 2015 at www.fsw.edu/tifdol/guidelines
 - b. Guidelines added to new faculty mentor course
 - c. ISBNs are listed in syllabi for online courses but not for ground courses. Need to make sure department chairs know to look for this when reviewing syllabi.
- III. Submit suggestions and/or feedback on TIFDOL Guidelines
 - a. No submissions
- IV. Spring 2016 New Faculty Mentor Course
 - a. Dobin recruited volunteers to review the online mentor course by December 7, 2015: Joan and Ellie
 - b. Dobin recruited volunteers to act as mentors in the mentor course: Marti, Alisa, Peggy, and Brad
 - c. Approximately 14 new online instructors will participate in Spring 2016 cohort

- d. Course starts 1 week prior to the Spring 2016 start date
- V. Faculty evaluation
 - a. Upcoming webinar/workshop, Wednesday December 2, 2015 at 2pm in the TLC:
[Online teaching evaluation tools for academic leaders](#)
 - i. The workshop will be recorded and available to watch after the event
 - b. Draft course observation form
 - i. Breakout session: 4 groups formed to discuss and draft 3-4 criteria for online classroom observations form

ACTION ITEMS

1. Roz – faculty senate update on TIFDOL guidelines (January 22, 2015)
2. Post Canvas announcement to inform online faculty of TIFDOL guidelines. Incorporate into Semester Start-up Procedures.
3. Submit feedback on new faculty mentor course to Dobin by December 7, 2015
4. Roz – compile and draft course observation form based on suggestions posted to the Canvas discussion board during the breakout session for next meeting.

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for Friday, Jan 15, 2016 at 12:00pm.

Respectfully submitted by Rozalind Jester