

e-Learning Committee



Meeting Minutes

Date: Feb 19, 2016, 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		
Mary Robertson (sub for 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:				
Wendy Athens	TIFDOL	X		
Karen Shaw	TIFDOL intern	X		

- I. Minutes of November 20, 2015 meeting were approved via email and submitted December 4, 2015
- II. No January meeting - cancelled due to severe weather.
- III. Submit suggestions and/or feedback on TIFDOL Guidelines
 - a. No submissions
- IV. Update on TIFDOL Guideline announcements:
 - a. Roz presented TIFDOL Guidelines at faculty senate on January 22, 2015. Also shared with faculty in email via faculty senate president Martin Tawil on March 3, 2016.
 - b. Committee agreed it is also worth sending a message to the “Instructor Information Station” and posting a link in this course.

- V. Committee shared feedback on the new profile pages in the directory. Comments were noted by Jason.

- VI. Review of the draft Online Faculty Observation Form
 - a. Committee reviewed the document line by line. The final draft included 8 criteria that will serve as the basis for observing and evaluating the quality of instruction for online faculty. The final draft will be sent by email to the committee for a final vote then submitted to Faculty Senate President.

- VII. New Business
 - a. Mary Myers informed us that the Board of Governors is developing a Strategic Plan for Online Education through 2025. Mary will give a short presentation at the next meeting.

ACTION ITEMS

1. Dobin (or other TIFDOL staff) - Send message to Instructor Information Station to inform online faculty of TIFDOL guidelines. Also post link in the Instructor Information Station course and incorporate into Semester Start-up Procedures.
2. All committee members – review latest (possibly final?) draft of Faculty Observation form. If you would like to “vote” to delete any of the criteria please reply to Roz by Friday March 11th. If there is a majority vote to remove one or more criteria I will notify the committee.
3. Roz – meet with Martin Tawil to (1) share our proposed Online Faculty Observation Form and (2) determine the future tasks of the committee.

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for Friday, March 18, 2016 at 12:00pm.

Respectfully submitted by Rozalind Jester