EDISON STATE COLLEGE

eLearning Committee

Minutes
eLearning Committee Meeting
January 16, 2013 at 12:30 p.m. in Lee/S-117 Collier/G-109

	Present	Absent	Excused		Present	Absent	Excused
Administration				**Staff**			
Eileen De Luca			X				
Kristen Zimmerman			X				
Faculty				**Adjunct Faculty**			
Rona Axelrod	X						
Jane Bigelow	X						
Ellie Bunting	X						
Martha (Marti) Jenner	X						
Deborah (Deb) Johnson	X						
Samantha (Sam) King			X	**Guests**			
Regina Miller	X			Robert (Dobin) Anderson	X		
				Alisa Callahan			X

I. The committee held its fourth meeting of the 2012-2013 academic year.
    a. The committee has been scheduled to meet on the second Wednesday of each month starting at 2PM. Due to a scheduling conflict, this month's meeting was held at 12:30pm on the 3rd Wednesday of the month.
    b. All Members are fulfilling 2nd year of term since committee was restructured in 2011: Rona Axelrod, Jane Bigelow, Ellie Bunting, Eileen De Luca, Marti Jenner, Deb Johnson, Sam King, Regina Miller, and Kristen Zimmerman
    c. Minutes were approved from the November 14, 2012 Meeting
    d. Recommendations were made to add Robert (Dobin) Anderson and Alisa Callahan to the committee membership. Both recommendations were approved by the committee.

II. Attendance Policies
    a. Concern has been expressed about attendance policies being discussed in the academic departments
    b. Need clarification of the guidelines for attendance policies.
    c. Completion of 3 activities for attendance verification is not specifically listed in the COP.
    d. Dobin will follow up with Dean John Meyer, Business and Technology regarding attendance policies.
    e. Asked the committee to investigate attendance verification procedures at other schools

III. Canvas
    a. Some course shells have been generated for ground courses.
        i. Rona is aware that course shells were created several math courses that are not being used
        ii. Need to check enrollment in the ground courses that are not being used
        iii. Need to work with schedulers
    b. Discussed the use of Canvas profile to change notifications for discussions and assignments

IV. Discussion of COPs for Edison Online
    a. Discussions have been tabled until new VPAA is in place

V. The meeting adjourned at 1:30PM. The date/time of the next meeting will be established after committee members respond to a survey to determine the meeting date/time/week that is convenient for the spring semester.