

# e-Learning Committee



## Meeting Minutes

**Date:** Mar 18, 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: none				

- I. Minutes of February 19, 2016 meeting were approved.
  
- II. TIFDOL Guidelines
  - a. Recommend change to the TIFDOL Course Communication and Grading Guidelines to reflect availability of proctored exams: When the schedule permits, proctored exams should be made available for at least one calendar week (includes a weekend). Recommendation should be labeled as Part C in the TIFDOL Guidelines for Course Communication and Grading, and a revision date should appear on the webpage.
  - b. Finalize the statement at the next meeting and then submit to the webmaster. After the website is updated notify faculty via faculty senate.
  
- III. Update - TIFDOL Guideline announcements:
  - a. Email sent to faculty senate president, Martin Tawil, for distribution to all faculty through Faculty Senate on March 3, 2016.

- IV. Update - Faculty Evaluation Process and Online Faculty Observation Form
  - a. Submitted to faculty senate president, Martin Tawil, March 16, 2016 for comments. Per Dr. Tawil, the faculty evaluation process is undergoing revision and the “classroom” observations may be removed from the process.
  - b. All work on online faculty evaluation will be tabled until we have been advised of the policies by the faculty evaluation committee.
  
- V. Online Exam Proctoring
  - a. Examity, the newly adopted online remote proctoring testing service was discussed. A dashboard will be available in each Canvas course so that faculty can track activity with proctored exams. At the committee’s request, the online department can continue to monitor integrity issues with the proctored exams.
  
- VI. Update from Mary Myers on Board of Governors Strategic Plan for Online Education through 2025
  - a. Florida legislature which capped distance learning fees at \$15 for the state college system and at \$30 for the university system.
  - b. Canvas has been adopted as the state-wide learning management system (LMS).
  - c. A summary of “Online Education in the State University System of Florida” is available online at [http://www.flbog.edu/about/online\\_education.php](http://www.flbog.edu/about/online_education.php)
  
- VII. New Business
  - a. Rebecca Yost will be revising the online faculty certification process over the summer. The committee should work to develop a best practices resource for online instruction.

**ACTION ITEMS**

- 1. None

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

*Respectfully submitted by Rozalind Jester*