

# e-Learning Committee



## Meeting Minutes

**Date:** April 15, 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		
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	
<b>Guests:</b>	IT Staff,			
Samiah Zabel	Webmaster	X		

I. Minutes of March 18, 2016 meeting were approved via Outlook voting and submitted on 3/25/2016.

### II. TIFDOL Guidelines

- a. Finalized statement that will be added as item C) in the TIFDOL Guidelines for Course Communication and Grading. The following was submitted to the webmaster on 4/29/2016: "Exams should be available for at least seven consecutive days. Faculty need to communicate to students that they should verify testing center hours, locations, and policies. (Updated 4/29/2016)"
- b. The grading timelines in the current guidelines were discussed. They currently do not make specific recommendations for mini-semesters. Committee agreed that professors should respect the length of a course and withdrawal dates when grading assignments and communicate with students about their policy. No changes are recommended to the guidelines at this time.

### III. Committee membership for 2016-2017

- a. All members have one year remaining in their commitments (ending Spring 2016). Some members are eligible to serve a second term (2017-2019).
  - b. A suggestion was made that e-Learning committee members should have longer terms because the pool of faculty eligible to serve on the committee is smaller (e-Learning faculty must be certified to teach online).
- IV. New College Website
- a. Samiah demonstrated two versions of the new college website. The committee provided feedback on their preferences.
- V. Teach 101 Course
- a. The Teach 101 Certification Course is the third course in the online faculty certification series. The course is scheduled to be revised over the summer. Rebecca was looking for input from the committee and will also reach out to individual faculty.
- VI. New Business
- a. Request for e-Learning committee to address the issue of a survey placed in our courses without our approval
  - b. Suggestion: Can a video be created to instruct students regarding testing center procedures?

#### **ACTION ITEMS**

1. Roz – submit addendum to guidelines to the webmaster

Meeting was adjourned at 1:00 pm. The next meeting is scheduled for Fall 2016, time and location TBA.

*Respectfully submitted by Rozalind Jester*