

## *Minutes*

eLearning Committee Meeting

November 14, 2012 at 2:00 p.m. in Lee/S-117 Collier/G-109

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

- I. The committee held its third meeting of the 2012-2013 academic year.
  - a. The committee is scheduled to meet on the second Wednesday of each month starting at 2PM.
  - b. All Members are fulfilling 2<sup>nd</sup> 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 October 10, 2012 and the September 12, 2012 meetings.
  
- 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.
  
- III. Observation: Students have trouble using technology required in their courses
  - a. What's currently available?
    - i. FYE workshops
    - ii. Edison Online uses SmarterMeasure and Canvas orientation
    - iii. Academic Success Centers workshops
  - b. Suggestions for future?
    - i. Edison Online would like to propose a 0 credit D Term course: Introduction to Online Learning
    - ii. Conduct focus groups to collect qualitative data from students
  
- IV. Discussion of COP 03-0802 New Course Development
  - a. Dobin presented draft of the COP
  - b. Draft version has been uploaded to Canvas course for committee discussion
  
- V. The meeting adjourned at 2:55 p.m. The next meeting is scheduled for January 9, 2013, at 2:00 pm.