Minutes: 1st eLearning Committee Meeting 2011-2012 Friday September 23, 2011 @ 2PM Z-Building Lab

	Attended?		Attended?		Attended?
Rona Axelrod	YES	Eileen DeLuca	YES	Sam King	YES
Jane Bigelow	YES	Marti Jenner	YES	Regina Miller	YES
Ellie Bunting	YES	Deb Johnson	NO	Kristen Zimmerman	YES

• Introduction of Committee members

- o Reviewed history of eLearning committee
- All committee members introduced themselves and explained why they have an interest in participating on this committee
- Committee comprised of faculty from Math, English, Management/Accounting, Computers, Nursing, Library, and Education.
- Committee comprised of administrators from College Prep and Program Development & Baccalaureate Initiatives
- A canvas course has been setup for the eLearning committee
- o All committee members have been invited to the canvas course

• Review/Update Committee Charge

- Distributed the 2006 committee charge and a draft of a new committee charge.
- Draft currently lists responsibilities as:
 - Oversight of the evaluation process for course design and course delivery
 - Review current College Operating Procedures
- New responsibilities discussed:
 - Review/recommend guidelines for blended courses
 - **Update:** Blended courses are offered through the academic departments, not through Edison Online, not our jurisdiction
 - **Update:** Edison Online trainer does provide blended pedagogy workshops
 - Recommend implementation of computer/technical literacy modules and assessment of student's readiness for online learning, coordinate with Student Services.
 - LRSC Learning Resources Standing Committee of the Council on Instructional Affairs (FL DOE) is creating the modules and will make them available.
 - **Update:** It was recommended that the computer literacy modules be incorporated into the FYE curriculum. Rona contacted Myra Walters regarding the recommendation, waiting to hear back.

- **Issues:** Can we make the assessments mandatory in the online program? Can instructors incorporate the assessment/modules into their syllabi?
- o 2006 and 2011 (draft) documents have been uploaded to the canvas course
- Background/Future of Learning Management System
 - o Dobin Anderson was invited to discuss the selection process for a new LMS
 - Faculty are participating in a pilot program using the two LMS candidates: Canvas and Blackboard
 - Decision will be made in mid-October
 - Edison Online will meet with VPAA and IT to discuss plan
 - Surveys have been conducted to assess the perceptions of faculty and students involved in the pilot programs
 - Dobin will make a motion at the next Academic Technology Committee to make the adoption of the new LMS college-wide, replacing the portal tools

• College Operating Procedures

- o Documents were downloaded from the document manager
 - 03-0801 Initial Faculty Certification
 - 03-0802 New Course Development
 - 03-0803 Online Training for On-Campus Class Enhancement
 - 03-0804 Renewal of Faculty Certification
- Documents have been uploaded to canvas
- Created discussions for future examination of policies
- Edison Online is already reviewing policies, need their input
- Evaluation of course design
 - Created discussion in canvas
 - Will start to solicit feedback from committee regarding current process (QM)
- Evaluation of course instruction
 - o Created discussion in canvas
 - Need to examine issues in evaluating full time instructors
 - o Do not have same issues in evaluating adjunct instructors
 - o Need to research evaluation of online instruction

2011-2012 Schedule of Meetings

Friday September 23, 2011 @ 2PM	Friday January 27, 2012 @2PM	
Friday October 28, 2011 @2PM	Friday February 24, 2012 @2PM	
No Meeting in November	Friday March 23, 2012 @2PM	
Friday December 2, 2011 @ 3PM (tentative)	Friday April 27, 2012 @2PM	