



MEETING MINUTES
eLearning Advisory Committee
October 30, 2009
1:00 PM -- 3:00 PM
NS 129, Lake Worth

Attendance		
<input checked="" type="checkbox"/> Carol Alexander	<input checked="" type="checkbox"/> Susan Hitchcock	<input type="checkbox"/> Glenn Pate
<input checked="" type="checkbox"/> Carolyn Allen	<input checked="" type="checkbox"/> Diana Krause	<input type="checkbox"/> Eileen Robinson
<input checked="" type="checkbox"/> Sid Beitler	<input type="checkbox"/> Nicholas Larocca	<input checked="" type="checkbox"/> Geoffrey Schlackman
<input checked="" type="checkbox"/> Jeannine Burgess	<input checked="" type="checkbox"/> Shari MacLachlan	<input checked="" type="checkbox"/> Sherry Stephens
<input checked="" type="checkbox"/> K Eiser	<input type="checkbox"/> Donna Marquardt	<input checked="" type="checkbox"/> Bobette Wolessensky
<input checked="" type="checkbox"/> Anne Guiler	<input checked="" type="checkbox"/> Sallie Middleton	<input checked="" type="checkbox"/> Sharon Sass (guest)

ITEM 1. Introductions

Discussion: Committee members introduced themselves. Glenn Pate sent apologies - had a doctor appointment.

ITEM 2. Blackboard Workshops

Discussion: Two major Blackboard Workshops currently provided were outlined. Workshop I focuses on new site standards and course development. Workshop II deals with more advanced features including Test Integrity, Gradebook settings and Discussion Scoring. Jeannine Burgess is designing additional individual Bb Tool Workshops, as well as a variety of other instructional technology media Workshops. Committee will make suggestions on types of workshops needed.

Data/data source: Workshop Handouts

Action: Committee to provide suggested types of workshops.

ITEM 3. Blackboard Tutorials

Discussion: The three new Flash based online Tutorials were discussed. Two focus on Student learning, one on faculty Bb Tool use. The faculty tutorial is about 90% completed. Committee will review and make suggestions.

Data/data source: Online Tutorials

Action: Committee to review and provide feedback/suggestions.

ITEM 4. 20102 Course Sites

Discussion: New course site certifications begin November 2nd. Rubric criteria will be applied and faculty will be advised. Home pages will be applied by the E-Learning staff.

Data/data source: Course List

Action: E-Learning to begin certifications and provide feedback.

ITEM 3. Blackboard Upgrade

Discussion: Anne Guiler presented a proposed timeline for a CE v8.0.3 upgrade. All Committee members will be assigned a blank site and a developed site (course from the live 6.2 server) on the test server running this version. They were asked to access and test their course and advise if upgrade should commence over Christmas break. Future plans to begin evaluation of further upgrades or switch to another LMS were discussed. These are long-term plans and more discussion will commence in the Spring 2010 term. Committee members will recommend other users to test v8.0.3.

Action: Provide access and sites for Committee members. Committee members to test their courses.

Faculty to respond by Dec. 1 to Anne with recommendation of whether or not to move forward with upgrade to Bb Production. Upgrade tentatively scheduled Dec 24 pending review.

ITEM 5. Define Purpose and Responsibilities

Discussion: The E-Learning committee seeks to create and maintain a “one-college” philosophy toward the methods and practices of distance learning by:

- gathering feedback from students and faculty on the most effective ways of using technology and distance learning components;
- providing information about college development and/or implementation of policies and procedures related to the use of technology such as Blackboard in distance learning;
- introducing new forms and uses of technology to aid distance learning teachers and;
- presenting opportunities for training in the use of innovative technology to enhance student learning at Palm Beach Community College.

ITEM 6. Other

Discussion: Committee discussed future Home Page design. A special session will be held to discuss this issue.

Action: Schedule next meeting for January 22, 2009.

Submitted by:

Sidney Beitler

Scribe