



MEETING MINUTES
E-Learning Advisory Committee
April 16, 2010
10:00 AM -- 2:00 PM
NS 129, Lake Worth

Attendance		
<input type="checkbox"/> Carol Alexander	<input checked="" type="checkbox"/> Susan Hitchcock	<input checked="" type="checkbox"/> Glenn Pate
<input checked="" type="checkbox"/> Carolyn Allen	<input checked="" type="checkbox"/> Diana Krause	<input checked="" 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 type="checkbox"/> Bobette Wolessensky
<input checked="" type="checkbox"/> Anne Guiler	<input type="checkbox"/> Sallie Middleton	
Special Guests		
<input checked="" type="checkbox"/> Sharon Sass	<input checked="" type="checkbox"/> Ginger Pedersen	<input checked="" type="checkbox"/> Kari McCormick

ITEM 1

New Bb Home Page Design

Discussion:

Sid presented four (4) homepage designs showing new features. The committee voted on the four (4) designs. After some tweaking, the top two (2) homepage designs will be emailed to all faculty for voting.

Designs 1 and 3 are recommended for all faculty voting.

Tweaking to include: provide sample announcement on the rotating image, remove wording "contents", change wording "Get Started" to "Enter Class" and round edges on design 3 for rotating image. Other tweaking may be included but the concepts will remain intact.

Data/data source:

Handout of new Bb designs were handed out; Bb website presentation.

Action:

Due: Tuesday, April 20: Bb homepage designs due to Dr Sass.
 Email to all faculty to vote for top design with deadline of response.
 Homepage will be applied to Fall2010 (2011-1) sections.

ITEM 2

Course Certifications

Discussion:

All web classes will be reviewed to ensure quality of instruction (including those previously noted as "grandfathered-in) as the College must meet SACS accreditation standards in all classes.

SACS reaffirmation process will be reviewing all sections looking for the following items:

- Documentation and plans for course improvements.
- Records of course observations to ensure quality.
- Equivalency of instruction – if 48 hours in the classroom, each online class must demonstrate the same hours of instruction.

- Faculty interaction with students.
- Attention to retention of students. Plans for improvement efforts will need to be addressed

May 1, 2011 --- FINAL DATE for all web classes to be reviewed to ensure:

- Homepage included.
- Certification Standards are met.
- Course Learning Outcomes must be addressed in each section.

Effective Fall 2011 – ALL web courses must meet certification standards

Data/data source: Online Course Certification Criteria handout with noted SACS info.
 Action: Email will be sent to all faculty and instructors to advise of course standard requirements.

ITEM 3 Committee Topics

Discussion: E-Packs and Third Party vendor course sites.

The College needs a policy on the use of third party sites for course offerings. The potential issues include:

- College is responsible for curriculum. When curriculum resides outside of college LMS – instructional content cannot be fully qualified/ reviewed during observation period.
 - Faculty must be the noted expert for students and not seen as the facilitator of the course.
- FERPA/ Student Privacy – all student course records must reside on college systems.
- Student Authentication – the College has the responsibility to ensure the student is the one taking the class – current policy is to use Bb LMS with the student username and college pin number. This may include other requirements in the future to meet SACS/ state guidelines.
- SACS has concerns regarding giving course credit when third party site is sole source of instruction.

Data/data source: Sid surveyed the Distance Learning Consortium members for suggested policy statements and shared information with the committee.

Action: Due April 20, 2010: eLearning committee to recommend policy statement. Email will be sent to all faculty with policy statement.

Submitted by:

Anne Guiler

Scribe