

Ad hoc e-Learning Steering Committee Minutes January 24, 2011

Attendees: Gary Russell (Chair), Jackie Copeland, Danny Fuerstman, Kristen Zaborski, Maria Spelleri, Beverly Hindenlang, Dean Anthony, Kim Garvey, Hyun Kim, Christina Dwyer, Dennielle True, Suzanne Bechtol.

1. Gary gave updates about the Road Map Group presentation and discussed that we need to revisit e-Campus initiatives and the LMS migration after the Road Map presents on January 25.
2. We discussed at length ideas for reviewing courses. Several salient possibilities and characteristics were presented.
 - a. Structure of reviews: Start informal and basic.
 - b. Start with/include the 17 Essential QM standards/rubrics.
 - c. Show and Tell .
 - d. Four Squares/Small Groups.
3. The discussion also branched into the related Training topic
 - a. Generally, we have 4 groups of certifications (MCC internal certification, USF courses, ANGEL 1-2, Grandfathered, and eLearning 1-2).
 - b. Quit saying “fully” certified but instead call it “2011 Certified” (or something similar) so that we can tell if a person is up to date
 - c. Possibly an assessment tool that anyone can take. If they score at some mark or higher they can be ‘certified’
 - d. Express to faculty the expectation that technology and online teaching implies continual training. Getting certified once will not be sufficient due to changes in technology.

Ad hoc e-Learning Steering Committee Minutes January, 6, 2011

Attendees: Gary Russell (Chair), Jackie Copeland, Kendra Barber, Crystal Gambino, Danny Fuerstman, Kristen Zaborski, Maria Spelleri, Beverly Hindenlang, Dean Anthony, Kim Garvey, Hyun Kim, Nancy Johnson, Dennielle True, Suzanne Bechtol. Add: Priscilla Glanville

1. Purpose of Group: to compile a list of issues that need to be addressed from the perspective of e-Campus faculty needs
2. The list below are issues that the Group plans to address:
 - a. LMS Migration (who will manage the migration, needs, vendors, budget)
 - b. Policies and Procedures
 - i. Time on Campus
 - ii. Compensation
 - iii. Restriction/cap on number of sections/cap on number of students in a section
 - iv. Intellectual property
 - v. Ethics
 - vi. Student Authentication
 - vii. Testing Center

- viii. Review/Online Faculty Evaluation Instrument
- c. Master/Signature courses
 - i. Define clearly
 - ii. Determine Use
 - iii. Determine Ownership (who archives, updates)
 - iv. Recommend Policy
- d. Definition of hybrid vs blended
 - i. Define Clearly
 - ii. Recommend Policy

<http://www.scf.edu/FacultyStaff/FacultyProfessionalDevelopmentProgram/eLearningCertification/default.asp>
- e. eLearning Forms
 - i. Review, Modify, Recommend Policy
 - 1. e-Learning Course Design Proposal
 - 2. Course Modification Plan
 - 3. Review Rubric: suggest new form and levels
- f. Course Review
 - i. Determine who
 - 1. ANGEL 1-2
 - 2. Grandfathered and UCF/MCC Pedagogy Pre ANGEL
 - ii. Determine how/what/frequency/structure/who reviews
- g. Hardware/software