

## **E-Learning Training & Resources Subcommittee Minutes**

Nov 10, 2014, 9-10 am

Burrell 209

Present: Pam Bell, Peter Buck, Susan Cain, Scott Cline, Erin McCully, Kristy Sartain

**Topics:** Website for training materials, Update on ADA at SCC, Looking ahead

1. Committee reviewed the two mock websites Erin put together and discussed the outcome of the google survey.
2. Discussed the advantages and disadvantages of each site.
3. Committee voted to go with the **first** site (<http://www.southwesterncc.edu/e-learning/e-learning-test-page-1>), with the focus being on a quick and easy resource for instructors who need help using Blackboard. Erin will work with Lisa Fisher and Patty Wall to develop the website. Kristy Sartain is working on developing the necessary tutorials.
4. Erin passed along the information that an ADA committee will soon be forming on campus. Because of this, the committee decided to wait on moving forward with developing training on ADA requirements for online courses.
5. In looking at some of the other areas the committee had been considering moving forward (including ADA compliance, sharing best practices in teaching, and training for faculty in the online course review rubric), the committee determined that it would be best to wait until January before moving forward on a new topic.
6. The committee discussed the Course Readiness Checklist and gave some suggestions for improved communication with faculty moving forward.

### **Next Steps:**

- Erin will work with Lisa Fisher to move forward with developing the website based on the committee's vote.
- Kristy will continue to develop tutorials for the site.