

E-Learning Committee Meeting

November 6, 2013 Minutes

Attended: Scott Baker, Pam Bell, Kelly Burch, Thom Brooks, Scott Cline, Mitch Fischer, Toni Knott, Danell Moses, Deanne Oppermann, Carolyn Porter, Barb Putman, Wesley Satterwhite, Cyndi Slocumb, Amy Russ, and Linda Venturo

1. Dr. Thom Brooks explained the new *Enhanced Online Course Development and Review* process with the committee.
2. The spring 2014 E-Learning faculty training sessions was presented.
3. The responsibilities for the part-time Instructional Development Specialist position were considered.
4. The committee discussed how the Instructional Services Web-Centered Readiness Review form should be revised. Cyndi Slocumb will be revising the form according to the committee's suggestions.

Follow-up items

Schedule a second meeting to (1) review the new revisions to the Instructional Services Web-Centered Readiness Review form, (2) discuss and revise the Instructional Services Web-Centered Exemplary Course Rubric, and (3) coordinate committee member volunteers with deans for the course review process.