

# E-Learning Committee Meeting

October 12, 2011 Minutes

Attended: Kenet Adamson, Scott Baker, Elizabeth Haynes, Toni Knott, Deanne Oppermann, Barb Putman, Dawn Wick, Linda Venturo (chair), Diane Deakin (ICD)

1. The new Instructional Content Developer, Diane Deakin, was introduced to the Committee.
2. An overview of the course development process was provided for new committee members.
3. The Committee members will be developing a few survey questions to evaluate courses that are developed through the course development process. The evaluation will be placed within the course at the end of the first semester the course is offered.
4. A proposed Exemplary Online Course Award was discussed. The Committee members decided to not pursue this award.
5. The E-Learning Instructor Guide will be completed by the end of the fall 2011 semester.

## Faculty suggestions submitted to E-Learning Committee

Faculty 1 - Automatic emailing when a student signs up for an online class.

*Committee response* – an email is not needed. Check the roster at the end of the add/drop period.

Faculty 2 - Students need to understand that there is a cut-off (10%) deadline to enter the class and what is required about assignments.

*Committee response* – this is an instructional design issue. Post this cut-off date in an announcement in the course.

## Follow-up items

1. Create end of course evaluation
2. Discuss/complete Instructor Guide

