

COMMITTEE MEETING MINUTES

Committee Name:	E-Learning Committee		
Members attending:			
Date of Meeting:	11-18-19	Time:	2:00 PM
Meeting Purpose:	Moodle Adoption Information Review and CRR Update	Meeting Chair:	Bethany Emory and Erin McCully
		Prepared By:	

1. Discussion notes *(add rows as necessary)*

- Course Readiness Review
 - [Current Review](#)
 - [Incorporating Accessibility](#)
 - 5 Year Refresh
 - Gather data in 2020SP
 - Include all courses that have not yet been reviewed, plus some high volume courses (like ACA-111, CIS-110, ENG-111, HSC-110, BUS-110, MED-121, MED-122, PSY-150),
 - This will indicate the effect of adding the new standards, plus give us some indication on long term retention of earlier items
 - Decide process for Fall 2020
 - Approximately 182 courses total, 48 in A & S, 23 Health Sciences, 110 Career Tech
 - Complete review
 - Partial review
 - No review
- Information Gathering Results
 - [Faculty Data](#)
 - Immediate responses
 - 8 grading sessions for faculty have been scheduled over the next two weeks
 - Launch of the Weekly Moodle Tip
 - What else can we do to support faculty members' concerns?
 - Updates to Moodle?
 - [Student Data](#)
 - What can we do to support students' concerns?:
 - Better/more communication required?
 - Additions to Moodle Orientation?
 - Updates to Moodle?

2. Decisions or recommendations *(add rows as necessary)*

- Next Steps - CRR
 - The group determined that the 5 year refresh will start in the Fall 2020 semester, with a review of all courses that were reviewed five years ago (estimated at 182 courses)
 - Also in Fall 2020, hybrid courses will be reviewed using the same Course Readiness checklist established for online courses. Data will be gathered from faculty of hybrid courses to see how the checklist might be tweaked for further reviews (perhaps resulting in a hybrid course review that is different from the one used for fully online courses)
 - The group determined that the accessibility requirements outlined in the “Incorporating Accessibility” link above for the Course Readiness Review will be implemented beginning in Fall 2020, with E-Learning gathering data on how current courses up for review for 2020SP would fare if the new accessibility requirements were applied. (E-Learning will share this data with the committee in Spring 2020.)
 - Information about the accessibility requirements being added to the course readiness review and the addition of reviewing hybrid courses will be shared with faculty in Spring 2020.
- Next Steps - Moodle Adoption
 - E-Learning will submit helpful tips for students at least once a month to the SCC Student Newsletter (beginning in Spring 2020)
 - E-Learning will continue the weekly Moodle Tips for faculty
 - E-Learning will continue to record Moodle training sessions for faculty who cannot be on campus to attend in person

3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
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●		
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