COMMITTEE
MEETING MINUTES

Committee Name:	E-Learning Committee		
Members attending:	Chris Akers, Scott Cline, Bethany Emory, Mitch Fischer, Andrea Kennedy, Susan Kimel, Erin McCully, Melisa McNeil, Danell Moses, Carolyn Porter, Barbara Putman, Cyndi Slocumb, Sheri Turk, Patty Wall, Peggy Vos		
Date of Meeting:	10-2-18	**Time:**	11:00 AM
Meeting Purpose:	Review and Goal Setting	**Meeting Chair:**	Bethany Emory
		Prepared By:	

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

● Review of Course Readiness Procedures and Tools - Summary Document
    ● Discussions of the following
       ● No requests to update from faculty
       ● Web accessibility committee requested we add requirements to ensure a deeper level of accessibility in all web-centered courses; however, we would like to table this until Fall 2019 so that we can implement this with the newly-revised Course Readiness Review.
       ● Committee agreed that this made sense
       ● No new suggestions of changes were offered

● Review of Moodle Early Adopter Checklist
    o Checklist
    o Annotations
    o Committee Reviewed the documents and offered the following suggestions:
       ▪ Update the second standard to clarify what is meant by Introduction
       ▪ Add verbiage to the Student Support course to draw attention to other resources (not just Tech Support) and how to access, help to replace the old SCC Resources button.

● Potential Plans for the Year - this committee's major task for the year will be to support faculty and staff in the transition to Moodle.
    o Discussion of ease in scheduling smaller groups
    o Potential to break into three subcommittees agreed upon.
    o Discussed potential options

- Proposed Subcommittees
  - Datatel Integration and Customized Roles
    - Explained why faculty and staff input was essential
    - Discussed drop / add, advisor roles etc
  - Training and Support
    - Discussed that these felt similar (although it was mentioned helpful to linear thinkers to draw a distinction)
    - Discussed potential for a Train the Trainer option
    - Discussed need to keep folks focused on visiting and discussing the tool with E-Learning
      - Potentially avoid overload on any one faculty
      - Discussed development of specific division level training for specific topics (clinical instructions/ classes provided as an example, not discussed but Erin already planned to offer a session specifically designated to support staff)
  - Third Option - Loosely termed - Exploring Tools and Techniques to Support Best Practices
    - Discussed this being a planning year - tools to launch once we are solid in Moodle
    - Discussed brainstorming tools / software to support best practice
    - Mentioned that it may not be as necessary given the number of seasoned online faculty who we have currently teaching

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

- Meeting Times - Will be coordinated by subcommittee
- Foci - see above

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

Actions	Assigned to	Due Date
● Feedback on rubric	Everyone	10/15/18
● Creation of Subcommittees	Bethany, with everyone issuing preferences	Estimated- 10/10/18
●		