

Committee Name:	E-Learning Committee		
Members attending:	https://drive.google.com/file/d/1tuJ_uZCpaoQF8ckVNNIGIGVGfE6QpyQF9/view?usp=sharing		
Date of Meeting:	11-16-21	Time:	11:00 AM
Meeting Purpose:		Meeting Chair:	Bethany Emory / Erin McCully
		Prepared By:	Chris Akers

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

Previous Business:

- “Stressed Out” Module completed and added into 2022SP courses in Moodle. Thanks for your feedback! (Erin)
- Student Name Choice - Approved in last meeting
 - How will we communicate the additional field to students and faculty?
 - Broadly - explain the option to all students
 - Focused - allow option for all students but leave in faculty / staff hands to communicate
 - By Request - Only by request of student

[Potential Action Ideas for the Year](#) (Google Doc with more specifics)

- Topics:
 - Student readiness for online learning
 - HyFlex, training needs, resources for faculty for their own benefit
 - Tips for teaching students that are seat based and virtual simultaneously (part of the class being quarantined due to COVID-19)
 - Engaging Online Learners - Support within WC online classes
- How to function as a committee - small groups (multiple projects) - one group - one larger project

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

- The committee voted and decided to communicate the ability to put a preferred name into Moodle to every student via an email to all students as well as a syllabus statement that can be included (optionally) by faculty.
- Discussed further committee work. Will meet again as a large group and break out into smaller groups to work on selected topics.
- [Poll Results from meeting](#) (anonymized)

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

Actions	Assigned to	Due Date
<ul style="list-style-type: none"> • Fill out subcommittee survey 	All committee members	