

E-Learning Committee Meeting Notes

****Date:**** September 20, 2022

****Duration:**** Approximately 45 minutes

****Purpose:**** Discuss course accessibility, review past initiatives, and set priorities for the academic year.

Attendees

Committee members including Erin (Accessibility Lead), Chris Akers (Chair), and various faculty participants. Several members participated remotely.

Discussion Summary

1. Course Accessibility Review

Faculty are reviewing 45 online and hybrid courses for accessibility compliance. The process is individualized and allows instructors to select which courses to review. Feedback from faculty has been largely positive, and the initiative aligns with the Office of Civil Rights expectations.

2. Review of Previous Year's Work

Chris Acres summarized achievements from the prior year, including the 'Stressed Out' student support module, implementation of the Preferred Name feature in Moodle, and creation of faculty resources for HyFlex and Engaging with All Learners. Subcommittees produced instructional materials and training videos.

3. Focus Areas for the Current Year

The committee agreed to focus on finalizing HyFlex resources, encouraging faculty contributions of engagement videos, and expanding professional development on advanced Moodle tools (e.g., H5P, completion tracking). Professional development sessions may be integrated into Google minutes or offered as short, interactive workshops.

4. Student Preparedness for Online Learning

Members discussed the need to better prepare students for online courses. Suggestions included making Moodle orientation mandatory for online students, embedding readiness training in ACA courses, and adding e-learning orientation sessions to new student orientation events. Digital etiquette and online communication skills were identified as key areas for improvement.

5. Faculty Professional Development

The committee will develop sessions and materials to help faculty use advanced Moodle tools and instructional technology. Subcommittees will guide the development and ensure training is practical and collaborative.

Decisions and Action Items

- Two priorities were unanimously approved: (1) Student Preparedness for Online Learning and (2) Faculty Professional Development.
- Subcommittees were formed for each initiative; members will select their preference via Google Form.
- HyFlex and engagement resources will be finalized and shared with faculty.
- Committee chairs will send reminders for pending video submissions and distribute follow-up materials.
- Next committee meeting planned for early Spring semester to review progress.

Closing Remarks

Meeting adjourned early with agreement to reconvene in Spring. Members were encouraged to remain engaged in subcommittee projects and share insights for improving online learning quality and accessibility.