E-Learning Committee - Training Subcommittee
Meeting Minutes - Oct 28, 2015

	Agenda Item	Presenter	
2.	**Discussion of Accomplishments from last year**	**Group**	
3.	**Let's be honest - why aren't people coming?**	**Group**	
4.	**Goals for the Coming Year**	**Group**	

Other Items Discussed / Action Taken:

	The committee expressed their ideas on lower enrollment in PD/training sessions ● Expectedly, there exists a group of faculty and staff for whom technology simply is not a comfortable tool. Continuing to work on reaching these folks is slow work. However big gains can be made. ● Discussion that people do not necessary connect to technology simply as technology - but would be more apt to see it as a solution to questions. We may want to consider rewording titles, or making the website a bit easier to navigate in relation to solving questions quickly ● A question was raised as to what stats could be pulled from the website as far as existing resources. (Many faculty will do a quick google or web search to solve an immediate problem, rather than budgeting time for training in the tools ● Committee members related that even if the numbers are small, but those who are coming to the training are getting something out of it - that is what is important ● Members mentioned the Jing / Camtasia push as being effective ● As committee members reflected on the training being offered, there was a feeling that some more advanced topics may bring in more seasoned instructors
	As the committee considered a project for the year, consensus was reached on developing a checklist for new faculty members, that would guide them through developing the skills that are required for setting up their class / teaching their first Face to Face, Web Enhanced, Hybrid or Online courses. Bethany and Kristy will review what others have developed along this vein and share with the committee. Once we have decided on form and function we will pursue developing for the SCC community.

Follow Up Items for Next Meeting:

1.	Review potential checklists (Bethany to distribute in Early - late december)
2.	Review Web site stats (Bethany to request from IT) and to distribute prior to next meeting