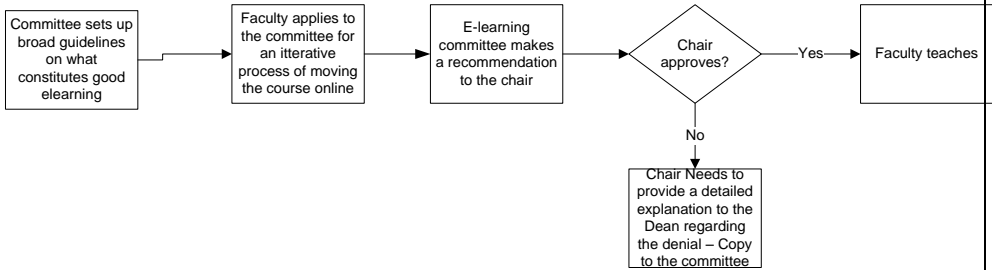


Meeting Logistics (Draft)			
Meeting Title	<b>E-learning Committee</b>		
Date	Jan 24 '11	Time	11:00am-12:00pm
		Location	42/3138
<b>Members</b>			
<input checked="" type="checkbox"/> Saurabh Gupta (Mgt) – Chair	<input checked="" type="checkbox"/> Thomas Barton – (A&F)	<input checked="" type="checkbox"/> Sharon Cobb (Eco)	
<input checked="" type="checkbox"/> Pieter de Jong (A&F)	<input checked="" type="checkbox"/> Reham (Mkt & Log)	<input checked="" type="checkbox"/> Rahul Kale (Mgt)	
Optional Attendees			
<input checked="" type="checkbox"/> Bruce Kavan (Mgt)			
Invited Attendees			
<input type="checkbox"/> None			

Topic	Owner/ Presenter	Comments
1	Approval of the previous minutes	Minutes approved
2	Work on the components of the approval process	<p>In Principle agreement reached on the process below. Modification will be made as needed, based on further discussions.</p>  <pre> graph LR     A[Committee sets up broad guidelines on what constitutes good elearning] --&gt; B[Faculty applies to the committee for an iterative process of moving the course online]     B --&gt; C[E-learning committee makes a recommendation to the chair]     C --&gt; D{Chair approves?}     D -- Yes --&gt; E[Faculty teaches]     D -- No --&gt; F[Chair Needs to provide a detailed explanation to the Dean regarding the denial - Copy to the committee]                     </pre> <p>Discussion was primarily on the first box</p> <p>Saurabh Gupta to provide the initial set of guidelines. (Draft set attached to the minutes)</p> <p>In the next meeting, we will use either document 1 or 4 as our starting point. Please have a look</p> <p style="text-align: center;">○</p>

3	<b>Discussion on what constitutes a hybrid.</b>	<p>The following scale was adopted – to be consistent with FDLC</p> <table border="1" data-bbox="459 434 1477 734"> <thead> <tr> <th data-bbox="459 434 970 490">Face time substitution</th> <th data-bbox="970 434 1477 490">Classification</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 490 970 555">&lt;=10%</td> <td data-bbox="970 490 1477 555">Traditional – No approval necessary</td> </tr> <tr> <td data-bbox="459 555 970 613">10%-49%</td> <td data-bbox="970 555 1477 613">Consult with Department chair.</td> </tr> <tr> <td data-bbox="459 613 970 674">50%-79%</td> <td data-bbox="970 613 1477 674">Hybrid</td> </tr> <tr> <td data-bbox="459 674 970 734">&gt;=80%</td> <td data-bbox="970 674 1477 734">Online</td> </tr> </tbody> </table> <p>Reham also proposed that the first two categories were outside the purview of this committee. After discussion, that was agreed on.</p>	Face time substitution	Classification	<=10%	Traditional – No approval necessary	10%-49%	Consult with Department chair.	50%-79%	Hybrid	>=80%	Online
Face time substitution	Classification											
<=10%	Traditional – No approval necessary											
10%-49%	Consult with Department chair.											
50%-79%	Hybrid											
>=80%	Online											
3	<b>Website for the committee: Saurabh Gupta</b>	<p>The committee website can be accessed by clicking on the following link.  <a href="http://share/ccb/sites/elearn/default.aspx">http://share/ccb/sites/elearn/default.aspx</a>          If asked to login, use the following credentials          Username: unfcsd\n#          Password: Your UNF Password          This was shown to the members present</p>										
5	<b>Next meeting</b>	03/14/2011 – 11:00 am to 12:00pm										
6	<b>Agenda items for next meeting</b>	<ol style="list-style-type: none"> <li>1. Approval of the current minutes</li> <li>2. Discussion regarding the guidelines.</li> </ol>										

## 1 E-learning guidelines

Please see the following documents as a reference

1. Current e-learning course self-assessment form. This “pre” delivery form provides subjective guidelines on 5 areas. (<http://share.unf.edu/ccb/sites/elearn/Shared%20Documents/Minutes/e-learning%20self-assessment%20form.docx> )
  - a. 1 = Curriculum
  - b. 2 = Instructional Design
  - c. 3 = Instructor preparation with tools
  - d. 4 = Student role in the class
  - e. 5 = Quality of Assessments
2. Quality matters rubric. A well-established subscription based “post” delivery evaluation rubric that focuses on 8 components (<http://www.qmprogram.org/rubric> )
  - a. Course Overview and Introduction
  - b. Learning Objectives
  - c. Assessment and Measurement
  - d. Resources and Materials
  - e. Learner Engagement

- f. Course Technology
  - g. Learner Support
  - h. Accessibility
3. International association for K-12 online learning rubric. Although a post evaluation, it does provide critical guidelines that can be used to design a higher education online learning guidelines in 11 areas.  
(<http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Teaching.pdf> )
  4. CCB's old set of guidelines on Distance learning  
(<http://share.unf.edu/ccb/sites/elearn/Shared%20Documents/Bylaws/acaddl.doc> ).