# Meeting Logistics (Draft)

## Meeting Title

**E-learning Committee**

<table>
<thead>
<tr>
<th>Date</th>
<th>Jan 24 ’11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time</strong></td>
<td>11:00am-12:00pm</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>42/3138</td>
</tr>
</tbody>
</table>

## Members

- Saurabh Gupta (Mgt) – Chair
- Thomas Barton – (A&F)
- Sharon Cobb (Eco)
- Pieter de Jong (A&F)
- Reham (Mkt & Log)
- Rahul Kale (Mgt)

## Optional Attendees

- Bruce Kavan (Mgt)

## Invited Attendees

- None

## Topic | Owner/Presenter | Comments

| 1 | Approval of the previous minutes | Minutes approved |
| 2 | Work on the components of the approval process | In Principle agreement reached on the process below. Modification will be made as needed, based on further discussions. |

- Discussion was primarily on the first box

Saurabh Gupta to provide the initial set of guidelines. (Draft set attached to the minutes)

In the next meeting, we will use either document 1 or 4 as our starting point. Please have a look.
Discussion on what constitutes a hybrid.

The following scale was adopted – to be consistent with FDLC

<table>
<thead>
<tr>
<th>Face time substitution</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;=10%</td>
<td>Traditional – No approval necessary</td>
</tr>
<tr>
<td>10%-49%</td>
<td>Consult with Department chair.</td>
</tr>
<tr>
<td>50%-79%</td>
<td>Hybrid</td>
</tr>
<tr>
<td>&gt;=80%</td>
<td>Online</td>
</tr>
</tbody>
</table>

Reham also proposed that the first two categories were outside the purview of this committee. After discussion, that was agreed on.

Website for the committee: Saurabh Gupta

The committee website can be accessed by clicking on the following link.

http://share/ccb/sites/elearn/default.aspx

If asked to login, use the following credentials

Username: unfcsd\n#

Password: Your UNF Password

This was shown to the members present

Next meeting

03/14/2011 – 11:00 am to 12:00 pm

Agenda items for next meeting

1. Approval of the current minutes
2. Discussion regarding the guidelines.

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

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](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](http://share.unf.edu/ccb/sites/elearn/Shared%20Documents/Bylaws/acaddl.doc)).