



Meeting Name: **eLearning Committee**

Date & Time: **September 12, 2019 10:00AM**

Campus & Room #: **EGF 301, TRF 662, virtual**

Members present: Tina M. Angie B., Jen D. Karleen D., Shannon N., Stacey H., Dorinda S.

Minutes

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina	April minutes approved.
2. Committee Chair Election		Tina consented to continue as chair for one more year.
3. QIP	Mike	Need to submit QIP Responsible Administrator and Quality Improvement Lead by Sept 13 Other dates: Nov 19, March 3, May 12 Mike will be the QIP responsible administrator. Dorinda will be the Quality Improvement Lead. Committee will read section A on institution infrastructure for Oct. meeting to discuss then.
4. Closed Captioning Update	Mike	Time limits for captioning in house? Survey was sent for CC requests, and spreadsheet was developed. Chris F was asked to CC over 100 hours for one faculty member this past summer. That is probably too much to be expected. Need to prioritize these requests from now on and determine if the CC was/is really necessary. May need to look at outsourcing this. Faculty need training on specifically how to upload files CC through Kaltura – how to create a caption file is what is needed. Mike or someone will be sending info out to clarify what has to be CCed for faculty. Upcoming meeting this fall- Mike is setting this up.
5. Other Items? Goals for year	Tina	Strategic agenda – Tina sent. May be some items to delete (examine backpack by another college – Tina developed her own and sent student feedback to Mike and Brian). Tina is willing to share with all faculty – could send the link to the Soft Chalk lesson. Tina will send the link. We could post it in the Professional Dev D2L course. Review the strategic plan for next meeting.
6. Adjourn		@ 10:50am.

