

# BMCC Academic Senate Instruction Committee

## Meeting Minutes 12/6/2017

### In Attendance:

M. George Stevenson, Media Arts & Tech; Chair	
Jen Longley, Teacher Ed	Phyllis Niles, Library
Gloria McNamara, Health Ed	Silvia Roig, Modern Languages
Catarina Mata, Science	Rifat Salam, Social Sciences

1. Motion to call the meeting to order at 2:15 PM.
  - a. Motion unanimously approved.
2. Motion to accept the minutes from the 11/1/2017 meeting as presented.
  - a. Motion unanimously approved.
3. We discussed the e-Learning Council/ Task Force.
  - a. The Committee Chair shared his experiences from a meeting with Dean Jim Berg, Lisa Rose, and other faculty during which the college's e-Learning Council/ Task Force initiative was discussed.
  - b. Faculty who teach e-Learning courses were invited to participate on an e-Learning Task Force. The first meeting is 12/13/2017 at 11 AM.
  - c. The Committee Chair will keep abreast of what happens during the e-Learning Task Force and of all communications sent to faculty regarding the e-Learning Task Force.
4. We discussed e-Learning evaluations.
  - a. There are various formats for potential e-Learning course peer evaluations regarding access and structure (e.g. observers having student access, guest access, full/ instructor access, sitting in-person with the faculty member to review the course, and the length time allotted for access to the course).
  - b. Peer observations for e-Learning classes need to be equitable with face-to-face course observations.
  - c. Lisa Rose and other faculty experienced in teaching e-Learning courses will be invited to our February 2018 meeting.
  - d. We will investigate how peer e-learning evaluations are conducted at other institutions of higher learning.
5. Motion to accept the following questions to be added to student evaluations for e-Learning courses:
  - a. The design of the course site was organized in a manner that helped me learn the subject matter.
  - b. The online environment fostered student interactions that contributed to my learning.
  - c. The instructor provided feedback on assignments (for example, through email, discussion board, or in comments).
  - d. The professor was available via email, discussion board, or other digital medium.
    - i. Motion unanimously approved
6. Motion to Adjourn at 3:39 PM
  - a. Motion unanimously approved

Respectfully Submitted  
Jen Longley, Ed.D., Teacher Education Department  
Secretary