1. Welcome New Members
   
   a. Observing online faculty. Do observation in class but not online.
   
   b. Process which streamlines teaching preparation for online
   
   c. Coordination more with Student Services and departments to lead to better student outcomes
   
   d. Advisement- More information and preparation for students to understand the reality of online courses beyond convenience not the workload or discipline
   
   e. What does it mean to have an online program? Do we have a legitimate online degree or do we just have a bunch of courses which leads to the degree?
   
   f. Have records from registrar which shows students only taking online courses (250-500 Students). Will need to determine how we service these students in an online program.
   
   g. Student Mentoring Program- Consider using students who took online classes and did well to work with the instructor and students in an online course
   
2. Winter Spring Course Offerings
   
3. Student
E-Learning Council Minutes:

November 16, 2016

Attendees:

Jim Berg, Joseph Lathan, Ruru Rusmin, Michael McGee, Roger Foster, Chris Stein, Rebecca Garte, Eda Henao, Gillian Bonanno, Rigoberto Andino, Gina Cherry, Julie Cassidy, Shoba Bandi-Rao, Mark Jagai, Patricia Deleon, Joseph Picataggio, Howard Harris, Allana Hankey-Thomas, Gene Iannuzzi, Lane Glission

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   - Student Mentoring Program- Consider using students who took online classes and did well to work with the instructor and students in an online course
   - We cannot over load the students who do well to assistant the students who do not. Need to identify the right model (Guides, Peer Mentoring, etc.)
   - Consider simple guides embedded in the course of the Top 10 Best practices for online success written by the students.

2. Winter Spring Course Offerings

Total Course Sections

- Fully Online - 181 (Spring), 26 (Winter)
- Hybrid - 117 (Spring), 8 (Winter)
- Online- 10 (Spring), 1 (Winter)
  - Total of all Spring Course Sections = 308
  - Total of all Winter Course Sections = 35
  - Approximately 10 courses in the development/approval stage
- Definition Challenge- Can we consider using another word other than “Online” like “Partially or Mostly online?”
- Faculty still have problem understanding the differences
- Although the definitions are defined by CUNY we should consider using different terminology on the website from a student information perspective.
- Consider adding the definition at the top tabs in CUNYfirst.
- Consider adding specific information to help provide clarity for students to understand the F2F requirements (i.e. 2 tests, etc.)
- Consider this information can be written in Textbook section of CUNYfirst but instructors have to supply that information to populate.
- Need to consider a plan to offer the science courses fully online if we explore the simulated lab experience or consortium model opposed to the box labs which are not totally safe.
- We are happy to work with the science department to find solution to the lab challenge for offering fully online. P. Deleon will take a lead role in the project.

3. Student Success

Task Force Update

- Task force meeting being set up before the end of the month chaired by M. McGee & D. Dickinson. Will look for recommendations to sustain and grow online learning at BMCC.
- Students who take online course and succeed seem to be more mature and self-directed
- The goal is to increase the online offerings and tension exists between wanting more and wanting them to succeed. Task Force will seek to find out how to do that

- Pass Rates by Instructional Mode: Report
- Institutional Research reports the more successful students F2F are more successful online.
- Pass rates Avg. around 70% for both F2F and Online. In a sense, students are students.
- Same variables that online student’s face (work, childcare, etc.) are some of the same variables F2F encounter which prevents them from doing well or dropping out.
- Need to find a way to spread the message to students that online classes are not easier and will demand possibly more time.
- What can we do realistically to help students who are struggling despite the teachers’ greatest efforts to help?
- ML department is taking proactive measure by adding a universal button in for online learners and F2F in BB which provide help or information to students in need.
- ML faculty is requiring students to complete some type of essay or pretest for students who wish to take online/hybrid courses.
- A few instructors use course documents that students have to sign to show they understand the requirements of the course. Although a proactive measure, this still doesn’t guarantee student success
- With regards to a fully online program we know that there is a small percentage of students who are only taking online classes. But we don't know how many are taking 1 class or 4. Students who take online classes 1 semester and F2F the next technically is not an online student.
- Using Skype or other VOIP’s have been used to a minimum due to the challenge of getting students to utilize the software. The same challenge in advisement.

- We do offer live online tutoring that can be used for both F2F students and online students. Currently using Wiz IQ for online tutoring. Suggest adding online tutoring in BB to increase usability since all students have a BB account. In the future there are plans to move to World Wide Whiteboard which will help authentic and track our students.

- The hours of online tutoring are limited and may need to find ways to offer more late hours for working or student with lots of demands.

- Should consider faculty and tutors use the same software to make the experience better for all stakeholders. Licensing should be considered campus-wide.

- Offering tutoring up to 9am is not idea for some online students who do homework at night. Having tutors late or 24/7 would be good.

- 24/7 tutoring is a good thought however it is not a typical services offered by most colleges and a challenge to implement.

- In past departments have instituted departmental commonly asked questions to assist students asynchronously. Would be something to consider adding to BB.

- Many of the discussed topics are related to the charge of the Task Force.

- Would be interesting to see BB reporting usage for specific times and days of the week.

- Howard nominated and accepted to be part of the Task Force

4. **CUNY online learner survey discussion**
   - Kay Conway and team have done a CUNY wide survey which will be presented Monday 11/28 in CETL’s office.
   - Despite their findings there will be some questions we will still need to ask our students to better asses and serve our BMCC population.

5. **Response to Election Year Stress**
   - Offered an open forum with students, faculty & staff regarding the election results and its impact. Session went well with faculty and students concerned about legal documentation. Would like to consider if we need to provide some type of forum for online students if needed.
   - Can consider doing it asynchronously using software like “Facebook Live”
   - Would be good to collect a box of concerns before the event to make it more organized
   - Will need to consider a moderator to overt a social media storm.
   - Some faculty who attended the meeting reported a few incidents they have experienced regarding students concerns.
   - College also considering a video to post on website.
   - There are some legitimate concerns that student’s may not come back due to fear of immigration status.

6. **Convocation Announcement**
   - Academic Affairs will announce Faculty Convocation on Friday 1/27/2017
- All faculty and academic staff invited to attend in Theatre 1 @ 10 am- 12pm. Begin with an address from the Provost and include speeches from the 3 winners of distinguished faculty award.
- Breakout sessions will begin around 1-3 pm centered on faculty development topics, student engagement & success, online teaching & best practices, etc. Looking for faculty members to lead sessions in the afternoon. Open for ideas.

7. Director Search Update:
   - Search is still ongoing
   - List of potential candidates has been identified with interview taking place over the next couple of weeks.
   - Hope was to have someone start in January but should have the position filled by end of January.