



Northland Community & Technical College **E-Learning Committee Meeting** **Polycom EGF 306B/TRF662** **November 24, 2008, room 106 polycom TRF**

Attendees: TRF – Cythina, Terry Wiseth, Aliza Olson Roseau-Gayle Swanson, Bemidji - Tracy Wright, EGF - Tom Clemens, Hank Roehrich, Beth McMahon, and Tina Squire. Reporter: Renee Kringlen Absent: Mary Amundson

Topic	Discussion/Outcome
1. Welcome	
2. Governors Goals	<p>Statement increasing online credits – if you are looking at increasing online credits what would we have to do to do that? Takes a little training, experience.</p> <p>What percentage are we at and we are at 12-16%. This would be through the consortium.</p> <p>Proctoring fall on the library and it takes up 1/3 of the time and was not a very good monitoring them taking the test. Librarian's did not go to school to do proctoring test. Valley stream mapping and they cleaned up a lot of issues, processes, that is how the EGF website was set up and has come a long way. Room for improvement. One person on each campus do the proctoring would take care of the load for the librarians. Need dedicated people to do the proctoring. 1st part of the semester is always the heaviest for proctoring.</p> <p>If the student lives with in 60 miles of the MnSCU campus they are to go there and take the test. Nursing is making this a requirement.</p> <p>Some encourage the student to use a MnSCU or library to proctor tests.</p> <p>What are the people that are not doing proctor exams doing to get through. There is a few things that you could do instead of doing proctoring tests. Karleen has been working hard in getting a test bank in D2L.</p> <p>We need a strategic plan</p>

	<ul style="list-style-type: none"> Someone skilled in marketing Quality If they are going to grow needs to be some organization or team work. Where are there gaps Need at look at what is out there an not meeting the needs of the students.
3. Cap Size	<p>What are your thoughts on class caps. Courses with labs should be fewer. Teaching online need to have more assessments and materials and correcting, hand feeding the students. No comparison for a online courses verses land course. Teaching online courses is more work then land classes it would mean more proctoring of tests for the EGF library and the testing center in TRF.</p> <p>The more the caps go up and the less the faculty is going to interact with students. Not a good experience for the students nor for the instructor. NO DO NOT RAISE the caps size.</p> <p>Maybe set up a time that you are going to be online. Put it in the syllabus and right on the D2L. Tracy gives her cell phone number or responds in 24-48 business hours. Make it M-F and no weekends. Chat functions They need to use the school e-mail account. Educate your user</p>
4. Other	<p>Hank thanks everyone for their input Get a chance to e-mail Hank on your questions. Keep the communication going.</p>
5.	<p>Add to January – No access to D2L Could the distance ed there is a meeting December 5 and Beth will e-mail Terry on the training.</p>
6.	<p>Library just switch the proctor systems over and trying to get students. lower and increase our</p>