



**Northland Community & Technical College
Distance Meeting Minutes
November 3, 2009
Polycom EGF-TRF**

Attendees: Hank Roehrich, Terry Wiseth, Elizabeth McMahon, Tracy Wright (phone), Mary Amundson, Kathy Huschle, Gayle Swanson, Dan Sponsler, Linda Samuelson (subbing for Aliza Olson); Absent: Aliza Olson & Tina Squire; Reporter: Renee Kringlen

Topic	Discussion/Outcome
1.	<p>The committee reviewed the survey results and agreed that the top four items were training, best practices, researching and analyzing technology, and proctoring organization.</p> <p>The committee agreed that proctoring organization, while a priority item, should not be part of the job of the distance learning facilitator. They also agreed that administration needs to be approached to determine what possibilities exist within the college for providing support in the areas of proctoring organization and administrative support. One suggestion was to check if the current personnel who manage proctoring for the college could be approached about taking on more responsibility in this area.</p> <p>It was agreed that the focus of this position is to promote growth in online courses and programs.</p>
2.	<p>The committee worked on job description so it can be shared at the Shared Governance Council they came up with the below description:</p> <p>The Online Learning Facilitator exists to promote growth and success in online learning by providing faculty with one-on-one, small, large group and virtual training sessions on “best practices” for successful student learning in online courses and programs. This person will research and analyze technology for teaching and serve as a clearing house for information related to new processes, tools and technologies. The facilitator will be part of the Distance Education committee and will coordinate efforts with existing college resources including emerging technology and the D2L site administrator.</p>

	<p>Beth was going to e-mail it to all the committee members so they can review and send back to all committee members their comments and if any changes. All have agreed.</p>
3. Other	<p>One suggestion for how to promote timely communication between the online facilitator, the IT dept & faculty on both campuses was to somehow utilize the Grouplink ticket system. This will need to be explored further.</p> <p>Stacey Hron as also able to meet briefly with the committee and clarify the role of the Emerging Technology position in the college. She indicated that this position has evolved into mostly proctoring and IT support functions and has little time remaining for researching emerging technologies for the college.</p>