NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Learning Committee
Meeting Agenda & Minutes - 12/17/2013

2:00 PM - 3:00 PM, 12-17-13 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Agenda

1. Approve Minutes
2. Reports:
   a. QM Report & Discussion
   b. Displaying the QM Course Seal
3. Definition of hybrid versus online course - workgroup report
4. D2L
   a. Status of Self-Registration tool
   b. Update Support Widget
5. Other
6. Next Meeting - Wednesday, Jan. 22   2 PM

Attendees

Beth McMahon, Brian Huschle, Mary Fontes, Jodii Stauss-Stassen, Mary Amundson, Zack Nicklin, Barb Weber, Tina Moody, Mary Amundson, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Minutes approved. Beth requested that Karl send meeting minutes to all committee members at least a week in advance of the next meeting. This will serve to remind committee members of assigned tasks and allow timely approval of minutes at the next meeting.

2. Quality Matters.
Beth reported that we have a QM implementation plan for the College. The goal is to approve 20 courses this year, but so far we have only approved 8 courses. We are also behind on our training goals. How do we get new people involved? Be prepared to brainstorm ideas at the next meeting.

3. Hybrid Definition:
Discussion ensued regarding how we should define "hybrid" course offerings. It is an inconvenience (at best) to students to not know the course attendance requirements for hybrid courses when they register for class. This varies by course and iis typically included in the course syllabus and discussed during the first class meeting. This is too late for students who may have childcare responsibilities or who are trying to coordinate job schedules with their course work. Beth discovered that other MnSCU schools do not have specific definitions or guidelines for hybrid courses. This often varies due to the subject matter. Should this committee develop guidelines on what defines a hybrid course? What is the current college policy on how to designate courses as hybrid? Currently, there is no formal policy, but the established procedure is for the appropriate Dean to review and approve courses as hybrid. The committee agreed to develop a list of best practices for faculty to follow when developing hybrid courses.

4. D2L
Stacey could not attend this meeting, so this topic will be tabled until next meeting. However, there was discussion concerning the 2nd teacher role in D2L. Mary mentioned that in the 2nd teacher role an instructor is able to create custom home pages, widgets, etc., that can't be done under the 1st teacher role. This expanded teacher role must be requested by instructors every semester and for every course. The question she proposed was, "Why can't the expanded teacher role in D2L be available to all instructors automatically rather than by request only?" Brian responded that the primary reason is because it is a manual process to enroll everyone. The proposed solution to this was to create a list of instructors that want this option and provide it to Karleen to update as needed rather than for each instructor to have to request it. Brian will investigate to determine feasibility of this program.

Action Items

- Karl--send meeting minutes to committee members at least one week prior to the next E-learning committee meeting
- Develop list of best practices for faculty to follow when developing hybrid courses. Subcommittee members are Mary Amundson, Mary Fontes, Beth, and Zack; completion date is by the date of the February 2014 e-learning meeting.
- Brian--investigate proposal to enroll instructors in 2nd teacher role within D2L.

Future Meeting Agenda Items

- Quality Matters--brainstorm ways to get new people involved in this and to meet College implementation goals.

Meeting Schedule 2013 - 2014

Distance Education Committee

Day	Date	Time	Campus
Tuesday	*Sept. 17, 2013*	*2-3*	*EGF - RM 301* *TRF - RM 662*
Tuesday	*Oct. 29, 2013*	*2-3*	*EGF - RM 301* *TRF - RM 662*
Tuesday	*Nov. 19, 2013*	*2-3*	*EGF - RM 301* *TRF - RM 662*
Tuesday	*Dec. 17, 2013*	*2-3*	*EGF - RM 301* *TRF - RM 662*
Wednesday	*Jan. 22, 2014*	*2-3*	*PolyCom - TBA*
Wednesday	*Feb. 19, 2014*	*2-3*	*PolyCom - TBA*
Wednesday	*Mar. 19, 2014*	*2-3*	*PolyCom - TBA*
Wednesday	*Apr. 16, 2014*	*2-3*	*PolyCom - TBA*
Thursday	*May 8, 2014*	*2-3*	*PolyCom - TBA*