NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Learning Committee
Meeting Agenda & Minutes - 1/22/2014
2:00 PM - 3:00 PM, 1-22-14 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Agenda

1. Approve Minutes
2. D2L Follow-up
   a. Status of Self-registration tool
   b. Update Support Widget on MyHome page
3. QM Report & Discussion
   a. Participation Report
   b. Brainstorm: How to increase involvement among faculty
   c. Workshop opportunity: "Improve Your Online Course"
   d. QM Seal display in courses – how to facilitate consistent display
4. Sub-group Reports
   a. Hybrid course definition
   b. Sub-group report: best practices for hybrid design
5. Virtual Meeting Tools
6. Software and eLearning resources

Attendees

Beth McMahon, Brian Huschle, Dorinda Sorvig, Jodi Stauss-Stassen, Mary Amundson, Tina Moody, Stacey Hron, Zack Nicklin, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

Despite the cancellation of classes this day due to poor weather, the meeting was conducted via online format (Zoom Meeting Platform).
1. Minutes from the last meeting were approved.

2.a. Brian reported that he had not had a chance to follow up on having faculty using secondary instructor role automatically provided each term. Discussion of self registration tool with Stacey present resulted in Stacey doing further investigation into the tool. It was agreed we would also work toward updating the support widget to get accurate links. Also going to look at format for Universal Design for students that may have disabilities.

2.b. Dorinda will organize a work group on this.

3. Beth reported that not as many faculty members have taken advantage of the Quality Matters training. There are opportunities for MnSCU to provide partial funding for this training and we are not taking full advantage of these opportunities. Beth shared participation stats. Discussed the criteria for selecting courses for review. Brian is sending out a message to faculty who qualify for peer review training. Brian and Beth are also working to host an "Improve your course" workshop at NCTC. These efforts are meant to improve participation. Some faculty question the value of the Quality Matters designation. They want to see data to support the assumption that receiving the Quality Matters credential improves the course. QM is based on best practices that are researched and data driven. However, we are not aware of any studies that show the direct link through a controlled side by side of the same courses with the same faculty. Discussion ensued on the display of the Quality Matters seal on coursework or any other location. All agreed it should be optional to display the QM logo on certified courses. No decision was made on the QM logo; further discussion is necessary.

4. Hybrid definition discussion. Two groups discussing this topic will merge their ideas and report their conclusions at the next meeting.

5., 6. Remaining items were tabled until the next meeting due to time limitations.

Action Items

- _____

Future Meeting Agenda Items

-

Meeting Schedule 2013 - 2014

E-Learning 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*	*PolyCom - TBA*
Tuesday	*Dec. 17, 2013*	*2-3*	*PolyCom - TBA*
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*