



## **E-Learning Committee Meeting Agenda & Minutes - 2/19/2014**

2:00 PM - 3:00 PM, 2-19-14 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

### **Agenda**

---

1. Approve Minutes
2. D2L Follow-up
  - a. Status of Self-registration tool It is turned on now. Please try it and let Stacey know how it works. NTC and Alex are waiting until after we test-drive it and receive our feedback. Beth will check into a D2L shell for our committee so we can test the self registration tool.
  - b. Update Support Widget on MyHome page: Dorinda looked at this, and put a draft of a revised version in a shared document as a start: Discussion of what to include, and modifications were made to the document. Stacey will give Karleen the changes for the support widget. Brian is checking with QIAT work group on including clear identification of accessibility on a college page that the widget could link to.
3. QM Report & Discussion
  - a. QM Seal display in courses – how to facilitate consistent display. Do we check with each faculty member who currently has QM certified course/s and see how/if they are displaying the seal? Beth will check on this and ask faculty.
4. SmartThinking -- system report shows Northland has only used 3 hours in FY14. How are students made aware of this? Do we need to promote this more? Does this committee want to work on this? Maybe get this group to learn how to use the tool effectively and understand it better and then get the word out on this resource. Brian will talk to Dean Dalen and find out the cost structure.
5. Sub-group Reports
  - a. Hybrid course guidelines: Shared document from subgroup work was reviewed by committee. Change #4? 'Actual schedule' may not be realistic to have posted when registration starts. Leave the percentage of the hybrid portion posted. Is #5 possible for advisors/counselors to do with students? Will need a website link for the online assessment! Where will this doc go after review by this committee? SGC or AASC? Are these guidelines or policy? Outcome from either group is that it can be used by supervisors and reinforced. Most likely AASC first.
  - b. Beth will scan and send list of D2L tools that are turned on and which ones are turned off.
6. Virtual Meeting Tools:
7. Software and eLearning resources
8. PSEO Report: How many students continuing education with us that were PSEO - Combined

total over a three year period is 27.5% that end up taking additional courses with us after their HS graduation. (This is combined PSEO, CHS, and OCHS. OCHS is 22% over a three year data set.)

9. Strategic Agenda - revisit?

10. Next Meeting: March 19, 2014

## Attendees

---

Beth McMahon, Brian Huschle, Dorinda Sorvig, Jodi Stauss-Stassen, Mary Amundson, Kate Schmalenberg, Stacey Hron, Zack Nicklin,

## Note-taker

---

(Group did minutes in Google Docs as a group project.)

## Minutes

---

## Action Items

---

- 

## Future Meeting Agenda Items

---

- 

## Meeting Schedule 2013 - 2014

---

### ***E-Learning Committee***

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Campus</i>
<i>Tuesday</i>	<i>Sept. 17, 2013</i>	<i>2-3</i>	<i>EGF - RM 301 TRF - RM 662</i>
<i>Tuesday</i>	<i>Oct. 29, 2013</i>	<i>2-3</i>	<i>EGF - RM 301 TRF - RM 662</i>
<i>Tuesday</i>	<i>Nov. 19, 2013</i>	<i>2-3</i>	<i>PolyCom - TBA</i>

<i>Tuesday</i>	<i>Dec. 17, 2013</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Jan. 22, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Feb. 19, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Mar. 19, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Wednesday</i>	<i>Apr. 16, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>
<i>Thursday</i>	<i>May 8, 2014</i>	<i>2-3</i>	<i>PolyCom - TBA</i>