NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Learning Committee
Meeting Agenda & Minutes - 3/19/2014

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

Agenda

1. Approve Minutes
2. D2L Follow-up
   a. Self-registration tool - update
   b. Support Widget - update
3. QM Seal Display in courses
4. SmartThinking - followup
5. Hybrid course guidelines - update
6. Software and eLearning resources: Inventory & Process
7. D2L Workgroup
8. Virtual Meeting Tool exploration--is there a common tool for faculty to use?
9. Strategic Agenda - revisit?
10. Next Meeting: April 16th, 2014

Attendees

Beth McMahon, Brian Huschle, Mary Fontes, Dorinda Sorvig, Jodi Stauss-Stassen, Mary
    Amundson, Kate Schmalenberg, Zack Nicklin, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Minutes from previous meeting were approved.

2. **D2L Follow-up**
   a. Self-Registration Tool: This is on hold as we are waiting for IT to get this set up.
   b. Support Widget Update: (Tabled until next meeting)
3. **QM Seal Display:** Faculty are unsure as to how to display the QM seal for approved

courses. Recommendation is for this committee to provide guidance on how to do this so there is uniformity. It was decided to create a master QM shell from which the certification widget can be copied. This will include instructions on how to use it. Access to this shell will be through the self-registration tool. Faculty wanting to use the widget will use the custom home page role. Display of the QM seal will be voluntary for those courses that are QM-approved.

4. Smart Thinking--Follow-up: Data over the past two years show usage of this program has dropped dramatically. Part of the problem may be that students think they have to pay for the service when they log-in. Students do not have to pay; MnSCU pays the bill for this service up to a certain cap, after which the College pays the bill. In the past, students from other colleges have logged-in and used some of our hours; we need to determine if this access problem has been fixed. We need to publicize that this service is available and that it is at no cost to students.

5.   Hybrid Course Guidelines: This issue is sitting in the "parking lot" on the Shared Governance agenda. Send issue to AASC for approval.

6. Software and E-Learning Resources: Instructors at Northland are not currently using web-based resources that are free to them. They are unaware that these resources are available and there are no "system experts" for these resources. How do instructors know what is available for free (paid for by MnSCU) and how to access these resources? Who is responsible for getting the word out? Need to address the following questions: 1. What resources do we currently have available (inventory)? 2. Do the ones we are paying for make sense? 3. How are faculty using the various software applications?

7. Workgroup Item tabled.

8. Virtual meeting tools: explore at next meeting.

9. Strategic Agenda: Determine other items committee may want to address before the end of the academic year.

10. Meeting adjourned at 3:00 PM. Next meeting is April 19th.

Action Items

- - Follow-up with Dean Dalen to determine if there are still access problems with Smart Thinking website (Brian).

  - E-Learning Chair should send Hybrid Course Guidelines to AASC for approval (Mary A.)

  - Address questions in item #6 to Holly D. at TRF; report back to April 16th meeting (Jodi)

  - Coordinate with Holly in Systems to Determine what we will do with five unclaimed SoftChalk licenses (Beth)

- Committee members are to email Beth with ideas for items for this committee to address prior to the end of the year (all)

Future Meeting Agenda Items

- D2L Follow-up
- QM Seal Display
- Smart Thinking Follow-up
- Software and eLearning Resources
- D2L Workgroup
- Virtual Meeting Tools
- Strategic Agenda

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