NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Learning Committee
Meeting Agenda & Minutes - 4/16/2014

2:00 PM - 3:00 PM, 4-16-14 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Agenda

1. Approve Minutes

2. D2L Follow-up
   a. Self-registration tool update -- Other uses?
   b. Support Widget - update

3. Other Follow-up
   a. Quality Matters site in D2L
   b. SmartThinking
   c. Software and eLearning Resources
   d. Virtual Meeting Tools

4. Other Items

5. Next Meeting: May 8th, 2014

Attendees

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

Note-taker

Karl Ohrn

Minutes

1. Minutes from previous meeting were approved.

2. **D2L Follow-up**

a. Self-Registration Tool: This did get turned on. Approval process got turned on. Do we want to explore other uses for this? What are other possible uses for this tool? Other potential applications? Nursing? Clubs?

b. Support Widget Update:

c. D2L Home Page Lookup: ASA Newsletter post. 10.3 upgrade taking place end of May. Prior to this would be the ideal time to launch a new homepage (Course home page). Workgroup faculty (from Alex, NTC, NCTC) to come up with new homepage design. Recommending course content browser, calendar and updates. Want to add Resources dropdown (more difficult because we are a consortium). One college's participation (NTC) has been a problem due to what's happening on campus. Don't know how we should best procede (Brian). Brian wants to fix homepage problem before 10.3 upgrade. Make students/faculty aware of what changes will be. This group should be instrumental in that. Other partner institutions should have input to that--don't know if they have active eLearning committees. How are we taking this guideline from the system office? Do we take the lead for the consortium as the lead institution for this? Might be able to sell this to NTC with their participation, but Alex will be a much harder sell. Question is do we want to have faculty involvement? As a cmte do we recommend that we formalize a work group. Who all has to agree? Don't want to give the impression that we are "ramming" this down other partners throats. Decision is to begin locally and when something comes up that involves our partners, we will include them. Brian will announce to Distance MN group at tomorrow's meeting that we intend to start this process. 2nd thing in the background driving all this--having a new Class homepage designed.
May 16th due to convert to StarID. NTC wants to convert at the same time (for students, employees, etc.). Alex has already converted.

3. **Other Follow-up:** Quality matters shell--Karleen completed last week.

SMartThinking -- NCTC has used 11hrs out of over 170 available; how do you make faculty know this exists? Resource available that system office pays for those hours. Might be wise to put this information (link) into syllabus. If we exceed our alloted hours, NCTC pays. Previously, St Cloud students used some of our hours; this no longer will happen because our students must log-in to access it. We could use Tech-fee as a back-up plan to pay for this if we exceed our allotted hours. May want to talk about this resource during inservice.

Software and elearning resources. No feedback received to consider. This committee could serve to determine how to get the word out about these systems--getting information out to the faculty. IT tries to keep a repository of licenses, etc., but not everything goes through IT. Is this a problem the system should fix? There is a MnScu website that lists all available resources.

We will start with virtual meeting tools next time! Want to determine what our options are. Let's make this the focus of our next meeting.

10. Meeting adjourned at 3:00 PM. Next meeting is May 8th.

Action Items

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Future Meeting Agenda Items

- 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