



E-Learning Committee
Meeting Agenda & Minutes - 9/16/2014

3:00 PM - 4:00 PM, Sept 16, 2014 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Agenda

1. Elect Committee Chair
2. Set Meeting Schedule for Fall Semester
3. Workspace? (i.e. Google Drive, D2L, Basecamp)
4. Develop Strategic Goals for FY15 (Previous strategic goals document attached)
5. Digital Literacy: Review Digital Literacy site; review available modules and what they cover)
6. Desire2Learn
 - a. Campus Trainer/Site Admin meeting report
 - b. D2L Welcome note: Example image attached from North Hennepin College
 - c. Campus Life
7. Quality Matters
 - a. QM Report
 - b. QM Celebration?
8. Zoom Software
9. Upcoming Professional Development
 - a. SIG Series
 - b. QM Workshops
10. Other

Attendees

Beth McMahon, Brian Huschle, Mary Fontes, Stacey Hron, Mary Amundson, Karleen Delorme, Tina Moody, Dorinda Sorvig, Donna Craigmile, Zack Nicklin, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Elect Chair:

Beth McMahon was re-elected as Chair of the E-Learning Committee by unanimous vote.

2. Meeting Schedule:

The following meeting dates were established: October 9th; November 18th; and December 16th; all meeting times were set for 3:00PM.

3. Workspace:

It was decided that the E-Learning Committee will use D2L as its workspace instead of Google Docs or some other platform.

4. Strategic Goals:

It was agreed to review our strategic goals as a group. Members are to review strategic goals document and bring proposed suggestions to the next meeting.

5. Digital Literacy: [Digital Literacy](#)

This website was discussed with the possibility of use for online students. Mary Amundson, Brian Huschle, and Don Campbell will review it and make recommendations to the committee.

6. Desire2Learn:

- a. Beth reported the following items discussed at the D2L workgroup:
 - Functionality
 - Campus Life
 - Mobile App--"My NCTC"
 - Integrations with other software: (i.e., SoftChalk, Kaltura)
- b. The D2L Welcome Note from North Hennepin (attached) was discussed. This has pertinent information we may want to consider and incorporate. Karleen, Donna, and Dorinda will review it and make recommendations to the committee.

7. QM Report: Tabled until next meeting.

8. Zoom Software (for meetings):

Twenty Zoom licenses were purchased; 16 were requested on a first-come/first-served basis. Accounts cannot be established by section (i.e. Nursing); they must be set up by person. Even if everyone has a separate account, it is still cheaper than WebEx. Demonstrations were provided earlier in the year and a number of people attended.

Training is needed on how to use this software. What is our process for training on tools such as these? RCEs have stipends available for faculty who take-on the mentor role. Karen Znada has RCE for this purpose. Karen could coordinate faculty mentors to provide training to others.

9. Upcoming Professional Development:

- a. SIG Series (Special Interest Group): Teaching and learning training for anyone who want to complete it (web-based).
- b. QM Workshops--not discussed.

Action Items

- All members review strategic goals (attached) and bring any potential suggestions to the next meeting for discussion
- Beth -- create a discussion item in D2L for future agenda items; anyone can add to it.
- Brian, Mary A., Don Campbell; review Digital Literacy website—report at next meeting
- Karleen, Donna, Dorinda; review D2L Welcome Note from North Hennepin—report at next meeting

Future Meeting Agenda Items

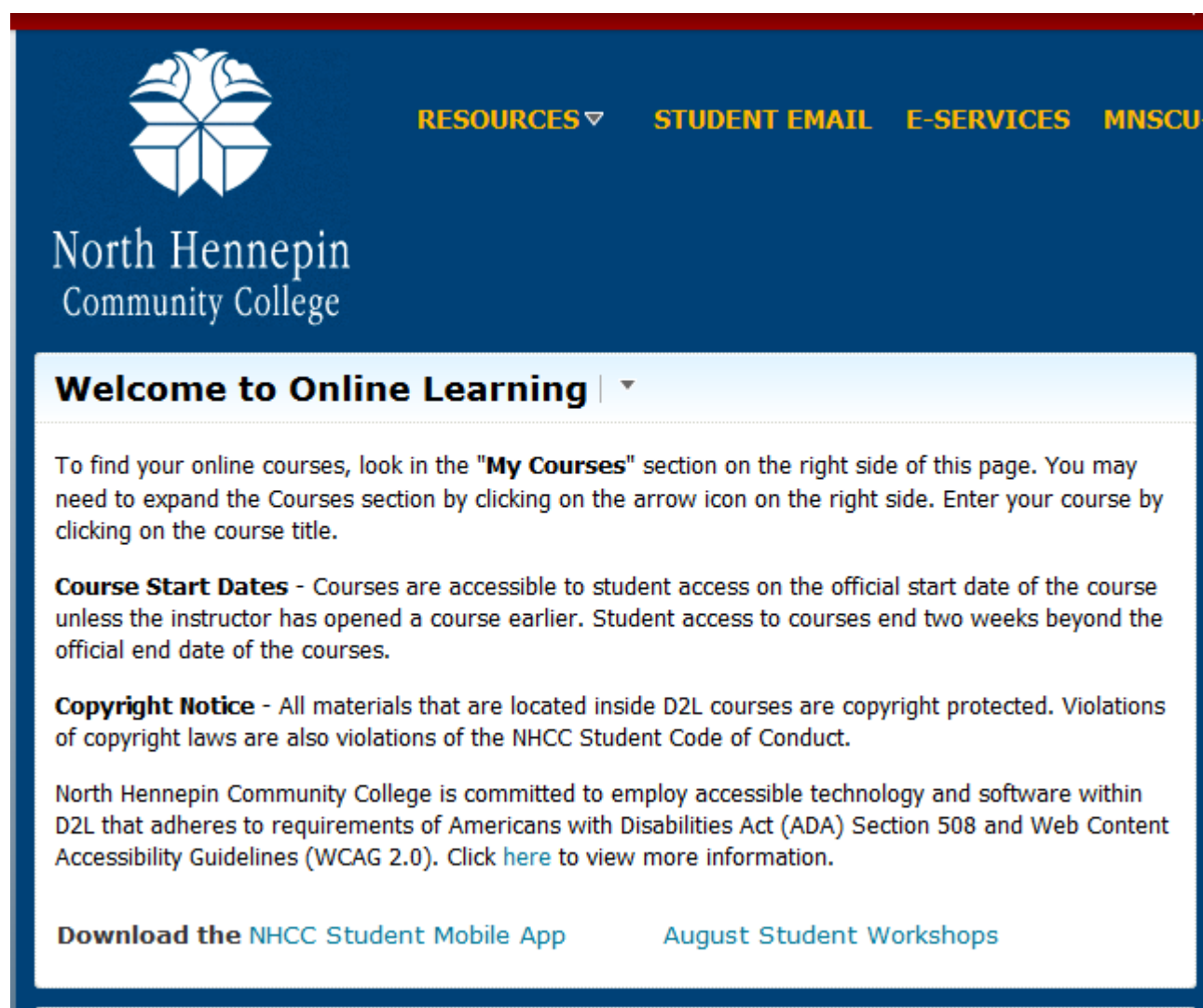
- Discuss Strategic Agenda

Meeting Schedule 2014 - 2015


- October 9th;
- November 18th;
- December 16th;
- all meeting times 3:00-4:00 PM.

Attachments:

1. Welcome note from North Hennepin



The screenshot shows the top navigation bar of the North Hennepin Community College website. It features the college's logo on the left and a series of navigation links: RESOURCES, STUDENT EMAIL, E-SERVICES, and MNSCU. Below the navigation bar, the college's name is displayed. A light blue banner contains the heading "Welcome to Online Learning" followed by a dropdown arrow. The main content area provides instructions on how to find online courses, details about course start dates, a copyright notice, and information about accessible technology. At the bottom, there are links to download the NHCC Student Mobile App and to view August Student Workshops.



RESOURCES ▾ **STUDENT EMAIL** **E-SERVICES** **MNSCU**

North Hennepin
Community College

Welcome to Online Learning | ▾

To find your online courses, look in the "**My Courses**" section on the right side of this page. You may need to expand the Courses section by clicking on the arrow icon on the right side. Enter your course by clicking on the course title.

Course Start Dates - Courses are accessible to student access on the official start date of the course unless the instructor has opened a course earlier. Student access to courses end two weeks beyond the official end date of the courses.

Copyright Notice - All materials that are located inside D2L courses are copyright protected. Violations of copyright laws are also violations of the NHCC Student Code of Conduct.

North Hennepin Community College is committed to employ accessible technology and software within D2L that adheres to requirements of Americans with Disabilities Act (ADA) Section 508 and Web Content Accessibility Guidelines (WCAG 2.0). Click [here](#) to view more information.

Download the NHCC Student Mobile App [August Student Workshops](#)

2. E-Learning Committee Strategic Agenda

Assure Quality E-Learning Experience for All Students.		
Strategy	Actions/ Priority	Comments
I. Expand student support and library services for distance students.		
A. Identify and implement strategies that lead to student success in online courses	1. Develop fully online support services. 2. Create module for online orientation to D2L for students (meant to be embedded in courses (optional use) 3. Create an embedded widget with IT and help functions. Once created - review annually.	
B. Expand the availability of library resources for distance students	1. Identify and implement student-friendly approaches to use of the NCTC library online resources	
C. Increase student completion and success rates	1. Identify advising strategies or tools to determine appropriateness of online format for learning 2. Work with SEM Committee as appropriate re: advising and retention strategies.	
D. Review proctoring policies/ practices/ possibilities	1. Encourage wider use of remote proctoring service 2. Provide guidelines for proctor approval.	
II. Quality Course Design.		
A. Quality Matters	1. Support Quality Matters college implementation activities. 2. Identify ways to recognize faculty with QM certified courses.	
B. Professional Development	1. Work with Professional Development Coordinators/Mentors to determine basic training needs and develop a plan for technology use by faculty (ie. D2L & other academic technologies)	
C. Course Design consistency	1. Voluntary Use: Develop a model course shell (or shells) based on QM principles for use by online faculty 2. Required Use?: Develop a Start Module as a requirement for all NCTC online courses 3. Process for sharing or viewing other's courses to see course ideas.	
D. Encourage UDL & Accessible course design	1. Work with professional development coordinators to provide resources and training.	
III. Increase and maintain enrollment in online programs and courses.		
A. Review College Policies & Practices to identify barriers to student persistence and success	A. Investigate Registration & course start deadlines; proctoring policies/procedures	
B. Increase available online majors and increase course offerings	1. Develop a Program Redesign & Deployment Strategy to move programs & courses online (shift vs. duplicate) 2. Coordinate growth of distance education with New Program Development Committee. 3. Establish guiding principles for selecting new online courses.	
C. Maintain/encourage student engagement	1. Investigate ways to allow students to join the Northland student community.	
IV. Create and Implement Marketing Strategy for Online Courses and Programs.		

E-Learning Committee Strategic Agenda 2013-2014.pdf - Adobe Reader		
File Edit View Window Help		
A. Promote distance education on the NCTC web site.	1. Review college Distance page annually for accuracy and completeness.	
B. Define Target Markets – OCHS, Adult, PSEO, other states?	1. Work with marketing to develop strategies to increase visibility within these markets.	
V. Collaborate with the Information Technology Department to meet student and faculty needs.		
A. Needs assessment	1. Complete annual review of survey data collected by IT related to software and computing needs of students and faculty (distance).	
	2. Identify technical support needs of distance students	
	3. Identify existing technical help available for online students	
B. Software Management	1. Review, with IT, current academic software, number of licenses, and who has and is using them	
C. Hardware (Computers & Stuff)	1. Review hardware and software specifications for faculty, particularly distance Ed faculty	



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