



**E-Learning Committee**  
**Meeting Agenda & Minutes - 11/18/2014**

3:00 PM - 4:00 PM, Nov 18, 2014 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

## *Agenda*

1. Review Minutes
2. Committee Procedures: D2L committee site/ Minutes
3. Meeting Schedule – Spring 2015
4. Finalize Strategic Goals for FY15
5. Digital Literacy Work Group Report
6. D2L Work Group Report
7. Quality Matters Update
8. Upcoming Professional Development
  - a) Technology Fair?
  - b) D2L Ignite Conference
9. Syllabus Templates or support (SALSA project)
10. Other

## *Attendees*

Donna Craigmile, Karen Znadja, Dorinda Sorvig, Karleen Delorme, Brian Huschle, Zachary Nicklin, Mary Fontes, Stacey Hron, Beth McMahon

## *Note-taker*

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## *Minutes*

Item	Notes	Action Item
Meeting Minutes	All college meeting minutes should be posted to the college website. Minutes for this committee are not consistently being added to the site.	Brian will check with Karl about getting the meeting minutes posted and establishing a process for this going forward.
Meeting Schedule – Spring Semester	A review of the Doodle poll indicated that Thursdays at 11 worked best for those who completed the poll. Based on this meeting dates were set as 1/22, 2/19, 3/19, 4/16 & 5/14 at 11:00 AM.	Beth will send out meeting invites to the committee with those dates and time.
Strategic Goals	There was a brief discussion about the strategic	Update the document

Document	goals document and the comments/ suggestions that committee members had provided in D2L.	with the suggestions.
Digital Literacy Work Group Report	Brian reported that the work group (Mary Amundson, Ellen Anton, Heather M, Don Campbell, and Brian Huschle) met a couple of times. They looked at models from different institutions and different tools for assessing digital literacy. Brian asked for clarification from the committee about the focus of work of Digital Literacy Work Group.	Brian will take several targeted questions back to the work group for consideration and will report back at the next meeting.
D2L Homepage Work Group Report	Tabled.	
Quality Matters Update	Due to time constraints no update was provided. Discussion yielded the idea of calling together a workgroup to discuss and report back to a future meeting. Work Group volunteers: Karen Z., Donna C., Dorinda S., Zack N, Beth M.	
Professional Development	There was brief discussion about the committee's possible role in hosting a technology fair for the college. Brian suggested that Karen Z. lead this effort along with the other professional development coordinators.  Beth reminded the group of the upcoming D2L Ignite Regional User Conference being held in April (April 24, 2015) with a pre-conference day of QM workshops.	
Meeting Adjourned		

## *Future Meeting Agenda Items*

December: Proctoring & Proctor U

January:

February:

## *Meeting Schedule 2014 - 2015*

January 22, 11:00 AM – 12:00 PM

February 19 11:00 AM – 12:00 PM

March 19 11:00 AM – 12:00 PM

April 16 11:00 AM – 12:00 PM

May 14 11:00 AM – 12:00 PM

## *Attachments:*