NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

E-Learning Committee
Meeting Agenda & Minutes - 2/26/2015
Feb. 26, 2015, 12:00 PM - 1:00 PM
Location: (Polycom) EGF Rm 149, TRF Rm 601, AC Rm AC13

Agenda

1. Review Minutes (Dec mtg)
2. Digital Literacy Work Group Report (Brian)
3. D2L Work Group Report
4. QM Update (Beth)
5. Proctoring (Karl)
6. Upcoming Professional Development (Karen)
   a. Technology Fair
   b. Ignite Conference
   c. QM-related sessions
7. Meeting Schedule – March, April, May
8. Other

Attendees

Beth McMahon, Brian Huschle, Kate Schmalenberg, Karen Znadja, Mary Amundson, Zackary Nicklin, Karleen Delorme, Karl Ohrn

Notetaker

Karl Ohrn

Minutes

1. The meeting scheduled for 1/22/2015 had been cancelled. The last meeting was held 12/16/2014. **Minutes of that meeting were reviewed and approved.**

2. & 3. Digital Literacy Workgroup/D2L Work Group Report:

Brian reported there is consensus on the value of the Northstar site (www.digital literacyassessment.org) for assessing student computer skills. Group responses were mixed on the use of the D2L tutor site for students. Some felt the system office videos were "weak." There were also concerns that courses are not very accessible. All agreed that tutors at both campuses have required knowledge and are providing

adequate support to students on this.

How do we know what computer skills students have? How do we get them the skills they need? What assessments do we need to give students who plan to enroll on-line? There was no clear recommendation from the workgroup. This item was tabled until next meeting for further discussion.

4. QualityMatters Update: (See Atch #1 & 2)

(Sub-Committee Members: Karen Znadja. Mary Amundson, Zack Nicklin, Beth McMahon.)

The subcommittee met previously and discussed a number of ideas to inform faculty about quality course design considerations and to encourage further involvement with Quality Matters. One idea that is being immediately implemented is to host a series of three lunch-time sessions focused on basic course design. These sessions will be facilitated by faculty from Northland. These sessions are scheduled in rooms in all 3 campus locations as well as a Zoom room. The draft flyer is attached (Atch #1). Meetings are scheduled for those interested in Quality Matters.

We need a more public way to celebrate when courses become QM certified. It was suggested that we put it on the website as one of the rotating stories on the homepage. We will coordinate with Sheila to determine if we can include it between campaigns on the website.

5. Proctoring:

Information provided by Amanda Johnson regarding test proctoring was reviewed (Atch #3 & 4). Based on the report provided, there doesn't seem to be a problem with test proctoring on either campus. Our testing centers can handle the demand; however, remote proctoring is available via ProctorU. We need to educate faculty that this option is available. If ProctorU is used in a course, it will have to be mentioned in the course syllabus. With ProctorU, students don't have to come to campus.

6a. Technology Fair:

(Subcommittee Mbrs: Karen Znadja, Tina Moody, Beth McMahon)

The planed date for the NCTC Technology Fair is May 12th from 1:00 to 4:00 PM on the EGF campus. The theme for the event is to focus on technology items that are currently available for curriculum delivery. We are hoping to include at least one session that would benefit staff members and encourage their participation. Refreshments will be available at each breakout consisting of coffee/water/cookies.

May 12th was the tentative date chosen due to planning needs and faculty availability to attend and/or deliver content. This is during finals week, but it was felt that there would be greater participation because of the potluck lunch and recognition on the same day. Due to time and availability constraints, we are offering this on the EGF campus only and will utilize available technology to include TRF and aviation campus locations (i.e. telepresence or Zoom) to the extent possible.

It was suggested that we somehow "engage" the faculty electronically one to two weeks prior to the event to get them involved and build enthusiasm to attend the fair. Various breakout sessions will be available and there will be 3 each hour. Sessions will be facilitated by faculty from Northland. Tentative topics include accessibility, iPad apps for teaching, free web tools, library database search, D2L Communication Strategies, Mediaspace, Kaltura, SoftChalk, D2L Basics, Excel Basics, Rubrics for Grading, Simulation Show & Tell.

6b. Ignite Conference:

The Ignite Conference is scheduled for April 24th, 8:00 – 4:00 PM at the Minneapolis Marriott Southwest. This user conference is open to all faculty and staff. The conference will showcase many elearning topics, with a special focus on D2L technology and The Quality Matters program. We would like to get more faculty interested in attending this event. This is a great professional development opportunity, but faculty & staff aren't taking advantage of this opportunity. Do we need more promotion on campus? What is the best approach to advertise this? Determining how to promote this and similar events within the college may be a good topic for a subgroup to address at a later date.

7. Meeting Schedule:
The time for the next meeting (March 19th) will be determined later.

Action Items

- Brian will meet with Sheila to determine if we can promote Quality Matters success on the website homepage

Future Meeting Agenda Items

2015 Meeting Schedule

- March 19
- April 16
- May 14

Attachments

Atch #1

Course design flyer.docx

Atch #2

Report-Elearning
Cmte Feb2015.docx

Atch #3

Flowchart for
Testing Center.pdf

Atch #4

Proctor Report.docx