**E-Learning Committee**
**Meeting Agenda & Minutes - 3/19/2015**
1:00 PM - 2:00 PM
Location:  EGF 149; TRF 601; AV AC13

# Agenda

1. Remote Proctoring
    a. Increase awareness
    b. Policy question
2. QM Update
    a. Web page updated:  http://www.northlandcollege.edu/online/quality-matters/
3. Professional Development
    a. Role Clarification
    b. Technology Fair Report
    c. WAMAO
4. Ignite MN D2L Conference
    a. Award nomination
    b. Registration open
5. Distance Learning Web Page Review
6. Course Design Support
7. Other

# Attendees

Beth McMahon, Dorinda Sorvig, Mary Amundson, Brian Huschle, Jodi Stauss-Stassen, Mary Fontes, Karleen Delorme, Tina Moody, Zachary Nicklin

# Notetaker

Karl Ohrn

# Minutes

1. Remote Proctoring:

a. Increase Awareness

Following discussion it was determined that the E-learning Committee doesn't need to take any action to promote Proctor U or similar online testing options. Some programs, such as Nursing, use Proctor U and there seems to be adequate awareness and knowledge of this and other online testing platforms among faculty members.

b. Policy Question

Following discussion on Northland procedure 3290P, *Distance Education Proctor Procedure*, it was determined that item #2 of this procedure should be changed to read as follows:

*"The student submits the proctor information on a form as directed by the course instructor."*

2. QM Update

The following link was provided which shows updates to the QM webpage:
http://www.northlandcollege.edu/online/quality-matters/
Brian also had a conversation with Sheila about promoting QM success on the Northland webpage.

3. Professional Development

a. Role Clarification

There was discussion on what the roles should be for E-learning committee members in relation to faculty development personnel. There is a need to determine who is responsible for specific tasks without crossing functional lines with the faculty development coordinators in particular. For example, the upcoming Tech Fair is an example of this; E-learning committee members are planning this event, but it really is a faculty development or professional development activity. As a result of the discussion, Brian will have a conversation with the faculty development personnel on this subject.

b. Technology Fair Update

The Technology Fair will be held the Tuesday afternoon during finals week from 1:00-4:00 PM. A flyer will be created for distribution. Karen has reserved rooms for the event. There will be a pre-registration sign-up event to ensure appropriate room size based on popularity of the individual sessions. Although it is being hosted on the EGF campus, we are trying to include the TRF campus through electronic means. There will be another planning meeting for this in a few weeks.

c. WAMAO

This is a web-accessibility MOOC sponsored by D2L/Brightspace. It's designed to teach faculty members more about web accessibility and using the web for online courses. Registration is open and members of ITC can register for this. Northland is an ITC member, so our faculty can register for this. Beth and Dorinda have already signed up for the course which begins March 30th. Other faculty teaching online courses may want to take advantage of this. We will coordinate with faculty development coordinators to see if they want to send something out to faculty on this.

4. Ignite MN D2L Conference

  a. Award Nomination
     Since there were few nominations at last year's conference, there is a concern that faculty are not aware of these award opportunities.  Do we need a process for nominations; for example, centralized vs. individual?

  b. Registration
     Registration for the conference is open and there is currently a $20 discount.

# Action Items

- Coordinate with faculty development personnel on roles

# Future Agenda Items

- Course design support
- Creating Quality Matters templates
- Annual Distance Learning web page review2015 Meeting Schedule

# 2015 Meeting Schedule

- April 16
- May 14

# Attachments

None