



E-Learning Committee
Meeting Agenda & Minutes - 4/21/2015

1:00 PM - 2:00 PM

Location: EGF 149; TRF 601; AV AC13

Agenda

1. Technology Fair
 - a. Status report
 - b. Ideas for promoting this event
2. QM Update
 - a. Online or hybrid course templates
3. eLearning Committee purpose and scope for 2015-2016
4. Campus Academic Technology Team
5. Other

Attendees

Dorinda Sorvig, Mary Amundson, Brian Huschle, Jodi Stauss-Stassen, Mary Fontes, Karleen Delorme, Tina Moody, Zachary Nicklin, Stacey Hron, Karl Ohrn

Notetaker

Karl Ohrn

Minutes

1. Technology Fair:
 - a. Details for the upcoming technology fair are in place. There are 12 presenters, 4 per hour. All sessions are polycom so that both campuses can participate. There should be something for everyone. For those who attend the sessions, there will be hourly drawings for prizes.

- b. Flyers are being distributed today to staff and faculty. The faculty development cost center will be used to print fliers. Email announcement will include a survey to help determine attendance for each session. It will also be discussed at various meetings such as student affairs, MSCF, aviation, and division chair meetings.
2. QM Update--Discussion regarding possibility of creating course template(s) for voluntary faculty use when developing online or hybrid courses. A subcommittee was formed to look into this idea further. Members include Tina M., Zack N., Mary A., Barb W., and Beth M.
3. Committee purpose and scope for 2015-2016:
 - a. The eLearning Committee's Strategic Agenda for 2014-2015 was reviewed to determine progress made for the year. We will continue the review in the May meeting. This year we addressed the following items:
 - Reviewed proctoring strategy
 - Assessed digital literacy assessment tools
 - QM implementation strategies
 - Course design consistency
 - UDL—Universal Design for Learning
 - Annual review of website for accuracy
 - IT annual survey underway
 - Review of academic software licenses
 - LMS and related tools
 - b. Items for next year:
 - Define Academic Technology Team's role
4. Campus Academic Technology Team—Committee members agreed that eLearning Committee should function as the Campus Academic Technology Team as defined in the attached document.
5. Other:
 - a. Next meeting will be held May 14th at 11:00 AM. This will be the last meeting for the 2014-2015 academic year.

Action Items

- Review Strategic Agenda to further formulate scope and purpose for next year

2015 Meeting Schedule

- May 14

Attachments



Memo_Request for
Academic Technolog

Assure Quality E-Learning Experience for All Students.		
Strategy	Action/ 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.		