



Meeting Name: eLearning Committee

Date & Time: September 15, 2015 10:00 – 11:00 AM

Campus & Room #: EGF 149: TRF 601: AV AC13

Committee Minutes

Attendees: Beth McMahon, Tina Moody, Mary Amundson, Karleen Delorme, Zachary Nicklin, Karen Znajda, Brian Huschle, Mary Fontes, Dorinda Sorvig, Karl Ohrn

Absent: Mike Curfman, Stacey Hron, Terry Wiseth

Topic	Responsible Party/ Approx. Time	Discussion/Outcome
Call to order		
1. Review Minutes	Beth M. 5 minutes	Minutes from Spring 2015 meetings have been posted to the Northland webpage http://www.northlandcollege.edu/employees/committees/eLearning/
2. Getting Organized for the year (<i>Membership, Schedule, D2L site</i>)	Beth M. 10 minutes	Committee composition for the year was discussed and it was determined that student representation should be included on the committee, especially because the eLearning Committee is acting as the Campus Academic Technology Team. Brian Huschle will make the request to solicit student(s) to participate on the committee. Current representation from faculty and staff is appropriate. Unless there conflicts yet to be determined, the committee will schedule meetings for Tuesdays at 9:00 AM.



		The committee will use D2L Brightspace for posting documents, communications, and other information as we did last year.
3. Election of Chair	Beth M. 5 minutes	Beth McMahon was re-elected unanimously as committee chair.
4. Strategic Agenda – FY16 (<i>Draft Attached for review</i>)	Beth M. & Brian H. 15 minutes	Committee members reviewed the draft strategic agenda document and proposed changes. Beth will update changes to draft document.
5. Campus Academic Technology Teams	Beth M. 5 minutes	The eLearning Committee will function as Northland's Campus Academic Technology Team as defined in the MnSCU memo dated April 15, 2015 (attached).
6. Proctoring/ Proctor Update	Dorinda S. 5 minutes	ProctorU has changed its process. Individual faculty members now must create their own accounts and enter their own tests, dates, and times.
7. Professional Development	Brian H., Karen Z & Zack N 5 minutes	<p>Teaching dialogues: Zach reported that a survey was sent out to faculty and 51 people responded for about a 30% response rate. There is more to come regarding the survey outcomes.</p> <p>We will consider hosting another technology fair as we did in the spring. Brian will coordinate with Curtis Zoller on the potential of including this in the January 2016 in-service. This would allow more time for faculty participation.</p> <p>Other concerns regarding professional development include how to communicate these opportunities to staff members. It was suggested that we include these professional development opportunities in a monthly newsletter that is being created (Zach) rather than sending emails.</p>
8. Adjourn		

Upcoming Professional Development

- SIG & MOQI Webinars – Ongoing dates and Info at <http://mnquality.evenbrite.com>
- Quality Symposium – Virtual Conference (date and details coming soon)
- MN Ignite – pending Fri/Sat April 15-16, 2016 at Normandale Community College
- IT Conference – late April 2016 (? maybe April 25-27, 2016 at Craguns)



- D2L Fusion – pending July 2016 (location, date and details coming soon)
- MN eLearning Summit – July 27-28, 2016 at MCTC

Agenda Items for next meeting

Distance Learning Webpage: Schedule review

Quality Matters Overview and Update: Beth will get a small group together to discuss prior to the next eLearning Committee meeting.