



Meeting Name: **eLearning Committee**

Date & Time: November 17, 2015 9:00 – 10:00 AM

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

Committee Minutes

Attendees: Mary Amundson, Mike Curfman, Karleen Delorme, Mary Fontes, Stacey Hron, Brian Huschle, Zack Nicklin, Beth McMahon, Tina Moody, Dorinda Sorvig.

Absent: Terry Wiseth, Karen Znajda.

Topic	Responsible Party/ Approx. Time	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Brian 5 minutes	Minutes from previous meeting were reviewed and approved. Item #11 was added to the agenda for this meeting.
2. Selection of new chair	Brian 10 minutes	Beth is stepping down as chair of the eLearning Committee to focus on Quality Matters duties. Zack Nicklin was selected by consensus as the new e-Learning Committee chairperson.
3. Charting the Future/Strategic Agenda	Brian 5 minutes	Some Charting-the-Future proposals tie into instructional technology; as such, these items may be funneled to the e-Learning Committee for action.
4. Campus Academic Technology Teams (CATT) Updates	ALL 5 minutes	All E-Learning committee members are on the CATT listserve and should be receiving emails about it. Kimberly Lynch and Shelley Heller are POCs on emails. Mary A. and Dorinda discussed the last CATT webex which included information concerning the “Shark Tank” proposals; it was information only. The next webex will be held 3 December, 10:30-11:30 AM. Brian asked for those who attend the



		webex to take notes and present information at the next e-Learning Committee meeting.
5. Wiggio (Group Communication tool for use within Brightspace).	Karleen/Stacey 5 minutes	Wiggio is a 3 rd -party learning link in D2L that allows for student collaboration. It is currently not working. Karleen is coordinating with the System office to get it fixed and will report back to this committee on its status.
6. Instructional Technology Council (ITC) 2015 Distance Education Survey	Brian/Beth 5 Minutes	<p>Mike C. and Brian H. will complete this survey. They will forward the completed survey to the committee for review. We will receive a report of aggregate data once the survey is complete. The suggestion was made that we should keep our own data separately to see how it changes from year-to-year. The academic coordinator will archive reports annually.</p> <p>To preview a printable version of the survey, please click on the link below. http://itc.taperspective.net/upload/ITCSurvey2015.pdf</p>
7. Quality Matters Update & Discussion	Beth M., Dorinda S., Karen Z., Mary A. 10 minutes	<p>QM Coordinators at College: Can we add co-coordinators to direct/open more training opportunities?</p> <p>Dorinda and Tina volunteered to work with Beth as co-coordinators for QM. The discussion was that we need more focus on QM and that it's not just about getting more courses approved, but to share best-practice training.</p>
8. Schedule and Process for Distance Webpage Update	Brian 5 minutes	<p>Annual review of Distance Webpage. Have small group look at NCTC distance web page and come back to this committee at the Dec. meeting. This was tabled at October meeting due to members being absent.</p> <p>Brian asked to have this task passed to Mike C. with assistance from faculty. Mary A. and Tina M. volunteered to help Mike review the website and report at the December meeting.</p>
9. Professional Development/ Technology Fair?	Brian H., Karen Z., & Zack N. 5 minutes	Beth reported that there is a workshop for online course development scheduled for 11 December at MState in Moorhead from 10:00 AM to 2:30 PM. Discussion ensued on how best to advertise this. The monthly newsletter was considered; however, due to the timing of the newsletter, it would be better to advertise this event by email. Zack will get an email out about this.



		Update on status for January In-Service: Zack reported that Curtis is waiting for Dr. Bona's approval to hold the Tech Fair during the January in-service. It would take 2-4 hours to conduct. Brian H. and Zack will follow-up on this.
10. Spring Schedule for E-Learning Committee meetings.	All 5 minutes	No decisions were made concerning dates and times for meetings during spring semester. Faculty don't know schedules yet, so this was tabled until the December meeting.
11. Survey from System Office	Added to agenda: Mary Fontes	A survey from the System Office on the subject of "closed-captioning" was brought up for discussion. Beth reported that the survey has closed. Some in leadership roles responded to the survey.
12. Adjourn @ 10:00		

Upcoming Meetings:

- December 15, 9 AM
- Spring not yet scheduled

Upcoming Professional Development:

- SIG & MOQI Webinars – Ongoing dates and Info at <http://mnquality.evenbrite.com>
- Star Symposium on Quality Practices – February 19, 2016 (Virtual Conference) <http://minnesota.qualitymatters.org/symposium/>
- MN Ignite – Fri., April 15, 2016 at Normandale Community College
- IT Conference – late April 2016 (? maybe April 25-27, 2016 at Craguns)
- D2L Fusion – July 18-19, 2016 (Washington, DC) <http://www.brightspace.com/conferences/global/>
- MN eLearning Summit – July 27-28, 2016 at MCTC

Agenda Items for next meeting:

- Spring semester meeting schedule
- Feedback from Dec 3rd CATT webex
- Update on Wiggio status
- Review of Distance webpage
- Tech Fair status