



Meeting Name: **eLearning Committee**

Date & Time: **January 19, 2016 9:00AM**

Campus & Room #: EGF 290, TRF 601, and Aviation AC-13

Committee Minutes

Attendees: Zack Nicklin, Jen Dahlen, Karleen Delorme, Mary Fontes, Brian Huschle, Tina Moody, Karl Ohrn, Dorinda Sorvig, Karen Znajda.

Absent: Mary Amundson, Mike Curfman, Stacey Hron, Beth McMahon, Terry Wiseth.

Topic	Responsible Party/ Approx. Time	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Zack N. 5 minutes	The date for the May meeting was removed from the minutes of the 15 Dec 2015 meeting because it was scheduled for a date after the semester ends. The committee decided to wait until March or April to determine if a May meeting is necessary.
2. Professional Development/ Technology Fair	Zack N. 5 minutes	Feedback has been very positive on the Technology Fair during the January In-service. Zack passed on thanks for everyone involved in this, especially Karen Z. Brian reported that Curtis Z. received significant feedback on the sessions offered; Zack will get in touch with Curtis to get this information. We would like to continue this event in the future, perhaps annually. Karen Z. suggested we have it at the same time each year.
3. Campus Academic Technology Teams (CATT) Updates	Zack N. 1 minute	The next webinar is Jan 22 from 1:00-2:00 PM. An email was received by those on the CATT list-serve encouraging all to complete the D2L usage survey prior to the webinar. As a new committee member, Jen Dahlen should be added to the email list for CATT teams. The eLearning Committee serves as NCTC's CATT Team.



4. Quality Matters Update & Discussion	Zack 5 minutes	Brian H. is heading a subcommittee to look at the role of the QM coordinator. Members of this subcommittee include Dorinda, Tina, Beth, Karen and Zack. Jen Dahlen requested that she be included on this committee also. Jen is a new member of the eLearning committee and was asked to join based on her QM expertise.
5. Schedule and Process for Distance Webpage Update	Brian H. 2 minutes	During the previous meeting it was decided that committee members would review the distance webpage and email suggestions for updates to Zach; to date, he hasn't received any input. Tina has significant input that she will send to him. If anyone else has suggestions, please send them to Zack; he will consolidate input.
6. Strategic Agenda	Zack N. 5 minutes	Zack requested that everyone review the strategic agenda and make one suggestion for an action item for next meeting; he's looking for a specific action we could take to address items on the strategic agenda. We are looking for additional ideas on how to implement these strategies.
7. May meeting	Zack N. 5 minutes	We will not schedule a May meeting at this time, but rather will wait until March or April to determine if a May meeting will be necessary.
8. Other Items to consider	Zack N.	Zack encouraged everyone to participate in the 2016 Star Symposium. This will take place February 19 th from 8:30 AM to 4:00 PM (CST). This is a "virtual" one-day conference that will focus on topics related to quality initiatives and best practices for face-to-face, blended, and online courses and programs. The cost for attending sessions all day is \$50; more information and a link to registration can be found at the following site: http://minnesota.qualitymatters.org/symposium/
9. Adjourn @ 9:20 AM	Zack N.	

Upcoming Professional Development

- SIG & MOQI Webinars – Ongoing dates and Info at <http://mnquality.evenbrite.com>
- [STAR Symposium](#) – February 19, 2016 (Virtual Conference)
- MN Ignite – Fri., April 15, 2016 at Normandale Community College
- IT Conference – late April 2016 (? maybe April 25-27, 2016 at Craguns)
- D2L Fusion – pending July 2016 (Washington, DC)
- MN eLearning Summit – July 27-28, 2016 at MCTC



Future Meeting Dates

Tuesday, February 16, 2016

Tuesday, March 15, 2016

Tuesday, April 19, 2016