



Meeting Name: **eLearning Committee**

Date & Time: **February 16, 2016 9:00AM**

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

Committee Minutes

Attendees: Mike Curfman, Jen Dahlen, Mary Fontes, Beth McMahon, Tina Moody, Zack Nicklin, Karl Ohrn, Dorinda Sorvig, Stacey Hron, Karen Znajda.

Topic	Responsible Party/ Approx. Time	Discussion/Outcome
Call to order		The meeting was called to order at 9:00 AM.
1. Review Minutes & Agenda	Zack N. 5 minutes	Minutes from previous meeting were reviewed and approved.
2. Professional Development/ Technology Fair	Zack N. 5 minutes	Reviewed after-action report from the Technology Fair (attached). Feedback from the report suggested holding sessions in the morning vs. afternoon, elevating level of difficulty of presentations, and a providing a broader range of topics.
3. Campus Academic Technology Teams (CATT) Updates	Zack N. 10 minutes	Several people participated in the last web meeting. The next meeting for CATT is Feb 18 th from 10:30-11:30. Beth will ensure that Jen is added to the email list serve for the CATT meetings. Beth will add Jen Dahlen to the CATT team list so she receives emails.
4. Schedule and Process for Distance Webpage Update	Zack N. 2 minutes	Mike, Mary A., and Tina completed a review of the distance webpage and have compiled a list of suggested changes. Zack will send it out to the group. Committee members should review the items and provide feedback and discuss at the next meeting.

5. AMP	Mike C. 10 minutes	AMP goals should be tied to what is being accomplished in the various college committees. What is stated in the AMP and what committees are doing should be in-sync. How does the AMP relate to the eLearning Committee? Goal #6 of the AMP might tie closely to the eLearning Committee. Mike C. suggested that we are probably already doing these things in AMP goal #6 in eLearning. Prior to the next meeting, committee members should review the AMP, particularly goal #6, and we will discuss at the next meeting.
6. Strategic Agenda	Zack N. 20 minutes	Zack received only 3 responses for input to the strategic agenda; he will send these out to committee members for review. All should review and be prepared to discuss at the next meeting. Not much has been done on some of the current action items. Tina is working on item 1c. It was suggested that we consult with Heather to discuss items that relate to the Academic Success Center. Not many people know that the stipend for QM is 0.38 credits. IT will conduct a One Drive presentation in March; this will be held the telepresence rooms. We should consider conducting a teaching dialogue session sometime this spring if someone is willing to present it. Mary Fontes purchased a video-concerning online advising best practices.
7. Adjourn	Zack N.	Star Symposium is Friday; registration closes 17 Feb. Brightspace Regional Program-Minnesota conference takes place April 15 th (previously called Ignite Conference) and will be at Normandale CC.

Upcoming Professional Development

- SIG & MOQI Webinars – Ongoing dates and Info at <http://mnquality.evenbrite.com>
- Symposium on Quality Practices – 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, March 15, 2016
Tuesday, April 19, 2016