NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Meeting Name: **eLearning Committee**

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

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

Committee Minutes

Attendees:

Topic	Responsible Party/ Approx. Time	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Zack N. 5 minutes	.
2. Lockdown Browser	Dorinda S.	Does anyone use anything else? Students are saying lockdown browser freezes pc. We have latest version no fix or common thread found.
3. Distance Book Order	Mary A.	When putting in order for bookstore, confirmation comes but no textbook assigned to summer course. Called, they are using new system and having problems. 2 options either submitter or approver depending on profile title you may not be able to order Contact the BSU online bookstore to see what is happening. Have Mike Curfman carry this forward to Distance MN conference – done. Is there a way to do college in the high school is a different website and process. Contact Pat Amiot. I can send out an email about double checking your book order. Ask if anyone is having an issue and copy brian and mike c on responses. Over 100% markup on some items on distance MN bookstore.
4. Distance Proctor Policy Review	Karl Ohrn	Can Instructor appoint proctor listed as Not ok to be a proctor. Policy is good according to committee.

5. May Meeting	Zack.	No may meeting email updates to pending items to include AMP subcommittee
6. QM workgroup update	Jennifer D.	Under master shell list. TOC has checklist for QM
7. Adjourn	Zack N	Adjourned at 9:41AM

Upcoming Professional Development
- SIG & MOQI Webinars – Ongoing dates and Info at http://mnquality.evenbrite.com
- IT Conference – late April 2016 (? maybe April 25-27, 2016 at Craguns)
- Excel Basics – April 28 (Fargo)
- Excel Beyond The Basics – April 29 (Fargo)
- Anti-Racist Pedagogy Across the Curriculum (ARPAC) Workshop June 15-23 (St. Cloud)
- D2L Fusion – pending July 2016 (Washington, DC)
- MN eLearning Summit – July 27-28, 2016 at MCTC

Future Meeting Dates