



Meeting Name: **eLearning Committee**

Date & Time: **October 5, 2016 3:00PM**

Campus & Room #: EGF 290, TRF 601

Committee Minutes

In attendance were Dorinda Sorvig, Beth McMahon, Karleen Delorme, Mary Amundson, Jennifer Dahlen, Mary Fontes, Tina Moody, Stacey Hron, and Linda Samuelson

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina M.	Minutes from the previous meeting of 7 September were approved.
2. Review Online Student Success tool	Tina M.	<p>Beth proposed the following tools for use by our students: http://cs.txwes.edu/tools/ which is more comprehensive than what we currently have here: http://www.mnscu.edu/online/distancelearningquiz.php</p> <p>Brian H. is exploring a model where we can require the ORIO 0100 course for new online majors and has more concrete ideas on what an assessment process for taking the ORIO 0100 class might look like. Hopefully by the November meeting he will have more to share.</p>
3. ReadSpeaker	Karleen D./Tina M.	<p>Linnea Schlussler has been invited to tell us about Kurzweil.</p> <p>ReadSpeaker is an option that works in addition to the document reader and reads documents aloud. This summer the Distance Minnesota consortium was asked if they wished to purchase ReadSpeaker. The decision was needed quickly. Alexandria Tech was opposed, as was Brian. Northwest Tech in Bemidji wanted ReadSpeaker and paid for it, and because they are part of the consortium, we have it in our Brightspace classes too.</p> <p>The cost for ReadSpeaker is based on student count. There is a one-time \$495 fee and an annual cost of \$1569 for Northland. The cost is less for Bemidji.</p>

		<p>The strategic agenda for this committee states that the committee will, “Make recommendations for technology tools and integrations” and “Make LMS related recommendations and decisions at the college.” Bringing issues or questions to the eLearning committee is a new process that the committee needs to work out along with the protocol for summer decisions.</p>
4. CATT	Tina M.	<p>Brian asked the committee to consider the question, “How can we better integrate this team into our decision making?” Decisions being made on some campuses are sometimes made unilaterally or with limited faculty input. Campuses needed to have a group of faculty, IT folks, etc. for decisions affecting students and so the CATT was established. We don’t have a process yet for bringing issues or information from the state level organization to the eLearning committee which is also Northland’s CATT.</p> <p>In November’s meeting we will have more discussion regarding the processes for bringing issues or information to the eLearning committee.</p>
5. Strategic Agenda	Tina M.	<p>The agenda should be dated within the document. A number of topics came up regarding the strategic agenda:</p> <ul style="list-style-type: none"> -IIIA2. The issue of students’ lack of quality internet access outside of the school was raised. What, if anything, do we do about this? Disclaimers in syllabi and pointing out the access available at public libraries, etc. Stacey stated that students complain to IT more often about printing as students use up their printing allowance quickly, particularly nursing students. -IIIA1. Admin services group was presented with the data from last spring’s technology and facilities survey. Usually Northland is able to fund the requests. -IIIA2. We will review the comprehensive system survey of students under Charting the Future and see if there is something the committee needs to talk about. Stacey is going to send both surveys’ results to Tina who will send to the committee. -IE1. The question of whether we need to see if there is something other than ProctorU out there for remote proctoring was raised. Shared Governance recently shared that Northland instructors may want to reconsider using the Grand Forks public library because UND students are having to use it (UND cut their proctoring program hours) so there are scheduling issues; also students are in a room with multiple computers and the desk person monitoring those students can be called away. -IIB1 and 2 – Mary A. volunteered but we need more people to help. -ID1. Beth’s choice for the focus of work for this committee. The tools are present in the programs we use, but many do not know how to use them. There are workshops available covering UDL and accessibility and some colleges have self-paced programs. <p>In November’s meeting we will decide on which items on the agenda the committee will focus on this year.</p>



6. Other items		<p>RFP for our Course Management System - more information coming out at the next CATT meeting October 13. Beth understands there may be new a process used to get more faculty input and that too will come from CATT meetings.</p> <p>Questions about Lockdown Browser were raised. The last version didn't work with IE, but was updated over the summer. How do we capture the extent of issues with it? How do we know how many students are having a problem? Student complaints include the program locking them out, freezing their screen, and not knowing if their test submitted. Lots of students coming to IT with a variety of Lockdown Browser issues taking place both in Northland's computer labs and on their personal computers. Is there anything comparable available that would not have so many issues? It was pointed out that if the wireless "blinks out" then the issues of freezing up or students being kicked out will occur. Stacey stated that wireless access points have been upgraded at Northland and more added, especially to the nursing area. Karleen pointed out that having too many questions on a page for quizzes/tests requires a significant amount of information having to be sent back and forth between server and computer every time a question is saved. Ideally quizzes/tests should have only 5-10 questions per page.</p>
7. Adjourn	Chair	4:00 pm

CAAT Meetings

- Thursday, October 13, 1:00-2:00 PM
- Thursday, November 10, 1:00-2:00 PM
- Thursday, December 1, 1:00-2:00 PM

Upcoming Professional Development

- PDP Brownbag Lunch, Tuesday, October 11, 11:00-1:00, EGF Rm 290
- SIG Webinar: Invigilation Techniques for Online Instructors, Wednesday October 12, 12:00-1:00, online
- PDP Brownbag Lunch, Thursday, October 13, 11:00-1:00, TRF Rm 662/AC 15
- MOQI & SIG Webinar: QM as Guide to Design Accessible & Organized Courses within Brightspace, October 26 12:00-1:00
- MOQI "Improving Your Online Course" workshop, October 18—November 1 or November 29—December 13 online

- 8th Annual QM National Conference, Monday October 31-Wednesday, November 2, Portland, OR
- SIG Webinar: Serving Student Veterans, Wednesday, November 2, 1:00-2:00 PM
- SIG Webinar: Learning Outcomes for the Cognitive Domain, Wednesday, November 9, 1:00-2:00 PM
- Using Social Media to Engage Students, November 16, 11:00 -12:00, EGF 301 / TRF 662 / AC 16, additional info available later in the month

<https://minnesota.qualitymatters.org/workshops/calendar/> for MOQI and SIG professional development