



Meeting Name: **eLearning Committee**

Date & Time: **November 9, 2016 3:00PM**

Campus & Room #: **EGF 290, TRF 601, Webex**

Committee Minutes

Attendees: Mary Amundson, Karleen Delorme, Mary Fontes, Brian Huschle, Beth McMahon, Tina Moody, Karl Ohrn, Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina M.	Minutes of the previous meeting held October 5th were approved
2. Media Codes	Brian H.	CATT is to provide feedback on proposed media code changes to Minnesota State's Media Code Task Force. Brian reported that proposed changes to media codes were discussed at Division Chair meeting. Their concern was that they need to publish/manage dates for specific courses, not just percentages (see example of Special Topics course on Spring 2017 schedule). Lori Johnson had no concerns about the proposed media code changes. We can use more than one media code for a course. Brian will put a response together to Scott Wojtanowski by November 15 th for the media code task force.
3. Review Online Student Success tool	Brian H.	Brian reported that he brought this topic up for discussion at the last Distance MN meeting to see what other schools are doing. He proposed three options: Option #1—Auto-load an orientation class into every new online student's D2L shell. The problem with this is that students who withdraw will not be refunded automatically. This would require creating a manual process to refund these students. Lisa B. is investigating this for a work-around. Option #2—provide an "Are you ready for online instruction" quiz for students. This would be a free self-assessment that students would take. The problem with this is that it would require an access code which could become an administrative hassle. Brian will continue to investigate options with Lisa.
4. Surveys	Tina M.	There was discussion on the employee and student technology survey results. Mary F. commented that responses for some items were high on the student surveys indicating

		positive feedback on student use of technology. The objective for this meeting was to discuss the survey results and keep information in mind as we move forward.
5. Issues/decisions	Tina M.	There was continued discussion regarding processes for bringing issues or information to the eLearning committee. How do we come up with a process by which this committee can be involved? How do we do this during summer when faculty are gone?
6. Strategic Agenda	Tina M.	Options for providing technology training to faculty and staff were discussed. Brian H. has asked Dorinda and Peggy to develop some training on Universal Design (Inclusive Design) prior to Christmas. Sherry Lindquist is working on some training on accessibility of Word docs and pdf files. Beth M. reported that D2L basics seminars are starting in January. We should include staff members in any training provided. December 5-8 was discussed as possible dates for training. A tentative date of Monday, 5 Dec was set, beginning at 10:00 AM. Trainers could provide multiple sessions and possibly record the training.
7. Replacements/additions to ProctorU and Respondus	Tina M.	Mary A. reported that the Grand Forks Library will no longer provide proctoring services after 1 January 2017; this could mean a greater demand for proctoring services at Northland. Further discussion on this topic was tabled until the next meeting.
8. Adjourn		4:00 PM.

CAAT Meetings

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

Upcoming Professional Development

- Using Social Media to Engage Students, November 16, 11:00 -12:00, EGF 301 / TRF 662 / AC 16
- Learning Outcomes for the Affective Domain, November 16, 1:00 -2:00, <https://northland.zoom.us/j/439541269> (link to virtual room)
- Preparing for Your QM Course Review, February 7, 3 - 4, <http://mnquality.eventbrite.com>
- STAR Symposium, February 10, 8:30 - 4, more info at <http://minnesota.qualitymatters.org/symposium/>

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