Meeting Name: **eLearning Committee**

Date & Time: **December 7, 2016   3:00PM**

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

Attendees: Mary Amundson, Mike Curfman, Karleen Delorme, Mary Fontes, Stacey Hron, Brian Huschle, Beth McMahon, Tina Moody, Karl Ohrn, Dorinda Sorvig, Karen Znajda.

Committee Minutes

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina M.	Minutes of the previous meeting held 11-09-16 were approved with changes.
2. Online Student Success tool	Brian H.	No update at this time.
3. Strategic Agenda	Tina M.	Faculty Development Coordinators Peggy R. and Dorinda scheduled training sessions on the subject of Universal Design for Learning (UDL) entitled "ABC's of Designing Accessible Documents." This training was scheduled Dec 5 and 6 for both campuses via video conference. The 6 Dec session was cancelled due to campus closure for inclement weather. Sherry Lindquist led the training 5 Dec. Four or five individuals attended the 5 Dec session on each campus; primarily staff members attended. Following discussion, it was decided to repeat the training after the holidays and perhaps add it to the faculty in-service in January. Brian will coordinate to determine whether it can be added to the in-service. It was also agreed that another session for staff should be held after the first two weeks of January.
4. Replacements/additions to ProctorU and Respondus	Tina M.	Committee discussed whether to consider other options to Proctor U. Proctor U actually provides a person whereas other programs do not and are automated. Proctor U has been receptive to questions in the past. Beth suggested compiling a list of concerns or questions for Proctor U and contacting them for a response. Please forward questions or concerns you have to Brian; he will contact Proctor U and discuss the concerns with them.

5. CATT	Tina M.	Beth attended the CATT meeting last week. Items discussed at the meeting included moving D2L to the cloud, future professional development opportunities, on-going fundraising opportunities, and an update on captioning with Kaltura. CATT will make a recommendation to the Tech Council at their meeting next week to move D2L to the cloud. Grants for up to $25K are available to support OER resources; sharktank $25K grants are also available.
6. Template Online Course Shell	Tina M.	The Template Online Course Shell has been started, but not finished. Tina and Dorinda will continue to work on it in the new year and will also ask Jen D. if she would like to continue; others are welcome to join.
7. Next Year	Tina M.	Tina will send a Doodle poll to set spring meeting dates.
8. Other News?		- Discussion on continuing eLearning work through break times and summer when faculty members are not available: Tina suggested that those faculty members who are willing to be contacted via text message or email during these times contact her to be put on the list. - Mary A. suggested updating meeting minutes to the NCTC webpage; Karl will email past minutes to Karleen for update to the web. - Committee should reconsider the strategic agenda in the new year. - Committee will plan for another Technology Fair in March or April of 2017. We may want to consider more basic training on MS Word, D2L, etc., to reach a wider audience.
9. Adjourn		Meeting adjourned at 4:00 PM.

CAAT Meetings
- Tuesday, January 24, 1:00-2:00 PM
- Tuesday, February 14, 1:00-2:00 PM
- Tuesday, March 21, 1:00-2:00 PM

Upcoming Professional Development
- Tuesday, December 13, 2016 at 2:00pm - Five Advanced Tools That Can Make Your Class Fun and More Manageable (go to https://www.d2l.com/resources/webinars/five-advanced-tools-that-can-make-your-class-fun-and-more-manageable/ for more information)
- Friday, February 10, 2017 at 8:30am - **STAR Symposium**
- Tuesday, January 10, 2017 at 11:00am - Organize Your Content
- Tuesday, January 10, 2017 at 3:00pm - MOQI Webinar: Preparing for Your QM Course Review
- Tuesday, January 17, 2017 at 11:00am - SIG Webinar: Setting Clear Expectations With The Rubric Tool
- Wednesday, January 18, 2017 at 12:00pm - SIG Webinar: Game-Based Learning
- Tuesday, January 24, 2017 at 11:00am - SIG Webinar: Increase Student Engagement with Discussion Boards
- Tuesday, January 31, 2017 at 11:00am - SIG Webinar: Feedback Techniques and Tools in D2L Brightspace
- Wednesday, February 1, 2017 at 1:00pm - SIG Webinar: Creating Engaging Recorded Lectures
- Friday, February 3, 2017 at 8:30am - Quality Matters Workshop - Applying the Quality Matters Rubric (APPQMR) F-2-F Session

- Tuesday, February 7, 2017 at 12:30pm - SIG Webinar: Simple Strategies to Improve Learning and Accessibility in your D2L Brightspace Course

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