



Meeting Name: eLearning Committee

Date & Time: January 11, 2017 11:00AM

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

Committee Minutes

Attendees: Mary Amundson, Mike Curfman, Jen Dahlen, Karleen Delorme, Mary Fontes, Stacy Hron, Brian Huschle, Beth McMahon, Tina Moody (Chairperson), Karl Ohrn, Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina M.	Minutes from the 12-7-2016 meeting were reviewed and approved with no additions or revisions.
2. Strategic Agenda	Tina M.	<i>Previous items discussed:</i> Working on Tech Fair, proofing web pages, adding to instructor resources Brightspace shell. Mary F. suggested this committee should review results from the Educause Center for Analysis and Research (ECAR) 2016 Students and Technology Survey. This is aligned with Charting the Future 1.2.2—“ <i>Ensure all students have access to technology.</i> ” We received data only for Northland last fall. Survey results were referred to this committee for review and to determine if actions need to be taken by the eLearning Committee to address these results. The eLearning Committee should interpret survey results and identify key activities, issues and concerns. Tina will re-send survey results to all committee members for review.
3. ProctorU	Brian H.	NOTE: Following this meeting, Brian provided this update and asked to have it included here: Current practice secures the four corners of the monitor: If the camera is not movable (as on a laptop) they require either a reflective surface, and use of a smart phone camera to show the monitor. <i>If something slipped through the cracks here, they can follow up if there is a specific student and reservation number for them to go back and review.</i> Currently: Proctors are trained for monitoring eye movement and other environmental factors. They refer to the triggers as touch points. Touch points are tracked during exams. The reservation log (or notes) identify these touch points now. Faculty can look this

		<p>up through their account. There are only notes if student was 'hitting' or triggering the touch points.</p> <p>Proctor U is currently using facial recognition software to compare student ID photo and live image for a match.</p> <p>Proctor U is also developing automatic monitoring for eye movement, etc. ETA for implementation of this technology is: Nicki is checking on this for us.</p> <p>Proctor U is happy to host a webinar to address questions (open forum) about Proctor U.</p> <p>They do ask if there is a concern about a specific student, to please have a reservation number for the exam for reference to help them address it.</p> <p>My contact at Proctor U for this information is Nicki Movaghar.</p>
4. CATT	Tina M.	Changes were made to Kaltura; it is now possible to add captions and easier to enter info into D2L. Committee members have not received invitations to CATT meetings for Spring semester.
5. Tech Fair	Tina M.	<p>There was much discussion on the proposed list of topics for the upcoming Tech Fair. It was suggested that we identify level of training provided for each session; for example, "beginning" vs. "advanced." Also, consider structuring sessions by topic rather than by tool. Committee members discussed which sessions to offer and who potentially might teach each session. It was agreed to send out a survey to faculty to allow them to select the topics they would be interested in attending (and presenting) and to suggest additional topics if not on the list. Marketing has a Survey Monkey account as does Professional Development; we will use this to develop and distribute the survey. Suggested dates for the Tech Fair are 31 March or 7 April. Since the MSCF delegate assembly is scheduled for 7 April, it was determined 31 March is the better date for the Tech Fair. Sessions will be held on both campuses via telepresence or video teleconference at 1:00, 2:00, and 3:00 PM. (A list of proposed Tech Fair topics discussed at this meeting is included below.)</p>
6. Other News?		The Brightspace Connections Conference will be held 21 April at Normandale Community College. Beth asked if this committee wanted to promote this conference. All agreed to include it in the next eLearning newsletter.
7. Adjourn		Committee adjourned at 12:00 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

- Friday, February 10, 2017 at 8:30am - **STAR Symposium**
- 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

Potential Tech Fair Topics Discussed at 1-11-2017 meeting:

Adobe Acrobat Professional basics
Apps for teaching/learning
Camtasia
Creating and captioning videos in YouTube
Creating videos – different methods presented
D2L Brightspace for advanced users
D2L Brightspace for beginning users
D2L Brightspace for intermediate users
Excel for advanced users
Excel for beginning users
Excel for intermediate users
Kaltura Mediaspace basics
Kaltura Mediaspace beyond the basics
Library search databases and tools
Lodestar basics

OneDrive basics
Outlook basics
Outlook beyond the basics
Publisher basics
Publisher beyond the basics
Softchalk basics
Softchalk beyond the basics
StudyMate Author basics
Universal Design for Learning or Accessible Design
Web tools
Word for advanced users
Word for beginning users
Word for intermediate users