



**Meeting Name:** eLearning Committee

**Date & Time:** February 8, 2017 11:00AM

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

**Committee Minutes**

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

Topic	Responsible Party	Discussion/Outcome
Call to order		11:00 AM
1. Review Minutes & Agenda	Tina M.	Minutes from last meeting of 11 Jan 2017 were approved.
2. Proctoring	Brian H. Tina M.	<p>Continuing discussion from last meeting. The committee reviewed Brian Huschle's input on last meeting's minutes regarding Proctor U. Faculty are satisfied with responses from Proctor U. It was noted that there has been a stronger customer service attitude from Proctor U lately. There has been increased interaction with Proctor U for those faculty using it.</p> <p>The committee discussed having the EGF testing center open one evening per week until 7:00 PM or so to accommodate students who can't test during normal hours. UND has cut test proctoring hours and the Grand Forks Public Library no longer offers test proctoring, so there may be an increased demand for testing here. Do we need to consider having test proctoring hours available past 5:00 PM? No decisions were made but we may consider this further if demand requires it.</p>
3. CATT	Tina M.	It was reported that CATT meetings tend to focus on big issues or highlights and additional meetings are held to discuss specific items.
4. Tech Fair	Tina M.	Committee reviewed the Tech Fair Survey results and discussed the different session topics to include in the upcoming Tech Fair. Possible topics include Brightspace, Organizing Content, and Time Savers and Techniques. Much depends on the availability and willingness of faculty to volunteer to conduct the sessions. Some committee members will speak with specific faculty to see if they are interested in teaching sessions. We can't wait until the next meeting to

		complete this. It was discussed whether to ask an expert from the System Office to present on Camtasia, and Kaltura Mediaspace; Dorinda and Beth will contact this person.  Concurrent sessions are planned via video conference during 50-minute time slots from 1:00-2:00, 2:00-3:00, and 3:00-4:00 PM. There will be a total of six sessions. Rooms have been reserved. A subcommittee consisting of Mary A., Dorinda S., Mike C., and Karen Z. was formed to discuss event details and logistical items such as prizes, etc.
5. Other Items?		The 2016 ECAR Study of Students and Technology was reviewed briefly; both Minnesota State and Northland-specific data was provided. Committee should continue review of this data.
6. Adjourn		Meeting adjourned at noon.

### CAAT Meetings

- Tuesday, March 21, 1:00-2:00 PM

### Upcoming Professional Development

- Tuesday, February 21 Applying the Quality Matters Rubric - Online workshop (Feb. 21 - Mar. 7)
- Tuesday, February 21 @ 11:00am SIG Webinar: Using Wiggio with D2L for Student Collaboration
- Wednesday, February 22 @ 1:00pm SIG Webinar: Designing Accessible Course Materials: Practices You Can Start Implementing Today!
- Tuesday, February 28 @ 11:00am SIG Webinar: Keeping Your Students Organized With Checklists
- Wednesday, March 1 @ 1pm SIG Webinar: Online Synchronous Tools
- Friday, April 21 in Bloomington, MN @ Normandale Community College **Brightspace Minnesota Connection**
- Wednesday and Thursday, July 19-20 in Las Vegas, NV @ Bellagio **Fusion 2017**

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