



Meeting Name: **eLearning Committee**

Date & Time: **April 12, 2017 11:00AM**

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

**Committee Minutes**

Attendees:

Mary Amundson, Mike Curfman, Jen Dahlen, Karleen Delorme, Stacy Hron, Brian Huschle, Tina Moody (chair), Karl Ohrn, Dorinda Sorvig

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina	Minutes from last meeting of March 15 <sup>th</sup> were reviewed and approved.
2. CATT	Tina	This meeting consisted of a discussed D2L demonstration of new features.
3. ECAR Survey Results	Mary F. / Brian	We will consider ECAR results as we discuss and/or revise our strategic agenda for the next academic year.
4. Policy Review	Karl	<p>Academic Policy 3290, <i>Distance Education Proctor Policy</i>, and 3290P, <i>Distance Education Proctor Procedure</i> were referred to this committee for review. Following discussion, no changes were proposed, but it was suggested that faculty should remind students in course syllabi that they are responsible for making testing arrangements under this policy/procedure.</p> <p>On a related note, it was mentioned that MState has a testing center, but does not actively proctor tests; therefore, NCTC faculty may not want to allow students to use them as a test proctoring site.</p>
5. Strategic Agenda	Brian	Brian led a review of the eLearning strategic agenda and revisions were made for next year. The group identified new ideas and items to carry forward. The revised strategic plan for next year is attached.
6. D2L upgrade	Karleen	Karleen reported the upgrade to D2L will occur on Tuesday, June 6 instead of June 3-4 as originally scheduled. As soon as a timeframe has been determined for June 6 <sup>th</sup> she will forward that information. Due to the feature changes occurring in the upgrade, all 20183 – Fall 2017 courses will not be created until after the upgrade. Faculty should then copy course information into the Fall courses and make all date changes within the Fall course. If faculty make date changes ahead of time and then copy into the fall course, it “should”

		<p>work. <b>But best practice would be to wait to make any date changes until after copied into the new Fall course.</b></p> <p>Karleen indicated with the upgrade occurring on June 6<sup>th</sup> a campus decision needs to be made on some new features. The following three features were reviewed and approved to be turned on:</p> <p>1. Grades -- Is Exempt feature – A grade item can be marked as Exempt and not count against an individual student's grade. No one is compelled to use it, but some faculty may like this feature.</p> <p>2. Grades -- Auto Release Final Grade feature -- Final grade will automatically be released. Instructors will have the option to turn off per course, if they choose to do so.</p> <p>3. Pulse -- Mobile application to be download and used by students as well as faculty. In order for the application to work properly, faculty will need to set up in Content -- Existing Activities links to Assignments, Discussions, and Quizzes as well as set start and end dates on each item within those tools.</p> <p>When additional features that need campus approval are identified, a list will be sent to Tina Moody, who will forward onto the committee for approval.</p>
7. Other Items?		None.
8. Adjourn		This is the last scheduled meeting for academic year 2016-2017.

#### Upcoming Professional Development

- Tuesday, April 18, 3–4 pm, Official, Unofficial and Self Reviews: Finding What Works for Your Institution
- 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