NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Meeting Name: **eLearning Committee**

Date & Time: **Sept 19, 2017   9:00AM**

Campus & Room #: EGF 290, TRF 662

Committee Minutes

Attendees: Jen, Karen, Karleen, Dorinda, Mary F., Stacy, Mike, Brian, Tina

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina	Approved
2. Strategic Agenda	Brian/Tina	IB 1. In the January faculty in-service we will have 3 tracks: 1. QM's Improve Your Own Course (IYOC) workshop, 2. student engagement workshop/seminar, 3. Open educational resources (OER) workshop. There will be an outside instructor for the IYOC choice. Administration is going to need numbers for all of these for the presenters so faculty will be asked to choose before January. This is still in the planning stages; Jen volunteered to help with the planning for the IYOC as she is a facilitator for it. Remove item IE – review of the policy happens year anyway so no need to keep it IIA - investigate how Pulse works for faculty; Karleen will look at putting together a brown bag lunch or similar offering for faculty to see how the app works and why what they're doing in the course matters to those using the app IIC – see if there are ways we can contribute there; may contribute to academic master plan IIIA 2 and 3 – Mary F is going to get faculty eCar results IIIA 2 and 3 – dropped distance and online from those IIIA 4 – deleted We haven't seen any specific agenda items from the CATT team that would filter down to us that we would need to add to the agenda.
3. D2L Domain Change	Karleen	Coming December 27, 2017 The Minnesota State Academic and Student Affairs Technology Council is reviewing the information related to the upcoming domain change and its impact on URL links in D2L. This

council will make a determination about the implementation of the search and replace function that is being developed by the D2L System Site Admin team.

From documents received by Karleen:

"**D2L Domain Change December 27, 2017**
The domain change for D2L sites from ims.mnscu.edu to learn.minnstate.edu will take place on December 27, 2017.
The **current** domain is: my.ims.mnscu.edu
The **new** domain will be my.learn.minnstate.edu
This date during semester break was chosen for the least possible disruption to users.

Automatic Redirect for 30 Days
Once the domain change occurs on December 27, the old URL will automatically redirect users to the new URL for approximately 30 days, after which the old URL will simply be a dead address. Users will be responsible for updating their browser bookmarks.

URL links in D2L Documents
Within the D2L courses, faculty may have links in their course files that will need to be updated to the new domain URL. The D2L System Site Admin team is testing a tool to search for and identify those links, as well as another tool that could update the links. The ITS team has been consulting with faculty union representatives to understand and vet the process.
- This search will identify mnscu.edu links in file types: .doc, .docx, .pdf, .htm, .html, .rtf, .txt.
- **No other file types** will be searched (.ppt, .xls, *et al*).

Even with the search / replace feature if implemented, faculty would still need to review course in case any links may have gotten missed in the process."

Quicklinks won't be affected; not clear about Kaltura etc., if we have links in Softchalk they won't be found & replaced. Further testing has been recommended by the Technology Council's Next Generation Learning Environment Group and will be discussed in early October.

The eLearning Committee is supportive of the 'find & replace' to help us find links in our courses.

Post-meeting Beth added information from Lesley Blicker:

"**Please note** that the only decision made so far by ASA Technology Council via the work of its standing Learning Environment committee, is to deploy the search function. There were concerns for faculty about the replace function which still need to be evaluated. Whether or not the replace function will be recommended is yet to be decided including any recommendation about permitting institutions to opt in or out on their own. The LE committee will discuss this in early October and make a recommendation to the ASA Council.

		Please note that the Council will be the ultimate decision maker on this topic. You can expect an update on the results of the Council's decision, detailed instructions for campus admins, and detailed information to distribute to faculty by October 18th."
4. Brightspace Teacher Roles	Brian	On agenda for the October 12 scheduling team meeting. Deans and 2 faculty in that group last time – meeting at Northland. According to information provided to Beth from the system office, currently half of institutions in the state have the advanced role as the default – others might have it too but might have it named it differently so the data might not be as easy to get. Sometimes the modifications to roles by individual institutions may make it seem as though an institution has fully embraced the advanced role but that may not be the case.
5. Other Items?		Hybrid course procedures: Mike C and Brian, Erin A., Linda S – the liberal arts working group – have agreed that it impacts students when the hybrid percentages published online in our course schedule are wrong; have improved this most classes now have a percentage; we need to add percentages to course schedule if they are not there. The group has been discussing a process for changing the percentage of hybrid if the change is significant (over 20%?). What may happen is that the division chairs group might make recommendations to modify the guidelines document that would come to this committee before going to AASC. This may include some kind of checklist and hopefully more than one level of redundancy to catch any significant changes or issues. Aliza Olson declined joining the committee, Shannon Nelson will be asked after her maternity leave, and it was suggest that perhaps Lynette Neppel would be asked as well or instead if Shannon declines.
6. Adjourn		@9:55 am

Upcoming Professional Development

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

CATT meeting on September 26, 2017 at 3 pm

Learning Objectives: What, Why, Where, and When on Oct. 4, 2017, 12 pm – 1 pm

STAR Symposium on February 9, 2018