Meeting Name: **eLearning Committee**

Date & Time: **November 28, 2017   9:00AM**

Campus & Room #: EGF 290, TRF 662, Webex

<u>**Committee Minutes**</u>

Attendees: Beth, Stacey, Mike, Jen, Karleen, Brian, Mary F, Tina

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda		Minutes from our October meeting approved.
2. Educause Faculty Survey	Mary / Tina	Results from the faculty Educause technology survey tabled until January.
3. CATT update		The CATT captioning meeting was summarized by Jen: The first step is to assemble a captioning team – committee. These people can be faculty, IT, academic success center, faculty support, deans, and/or librarians. Select one person as the contact lead. Applications should come from cabinet level leadership due to the request for sustainable funding. If funding monies are approved (i.e. 15,000) suggested sustainable funding depends on the number of videos that will need captioning, backlog, and so on anywhere from 4,000-8,000 a year. Team members (at least two) are asked to participate in the 3 hour session which covers the toolkit (107 pages of directions, examples, and 8 worksheets); project expectations, stories from campuses that already have a captioning process; and Q&A. Create a three year plan for captioning course video, budget, team charter, faculty training, and support plan. Once the toolkit, plans, checklists, and worksheets are received colleges will receive funding with an Inter-agency agreement in place. Mid project requires progress report. End project results also need to be shared. Media Space as part of Kaltura is a good starting place if you haven't started captioning but can use any software.

		We discussed the possibility of forming a group to complete the needed work to develop a captioning plan at Northland and be awarded the monies to enact that captioning plan. The funders want money to go to campuses with sustainable and complete plans, and this is why this has to start at the cabinet level and why the stated requirements have been put in place. It was suggest that perhaps Chris Fossum could help put a plan together as a part of the team. Mary and Brian will bring this project to the President's council. Stacy will contact JC Turner at Riverland C.C. to see what information they can give us. Northland is behind on captioning, not last, but behind. This might also be a way to leverage this project to get more money for other projects at a later time as well. Beth is attending this afternoon's CATT meeting.
4. Hybrid Course Guidelines	Brian	Review the Division Chairs' recommendations before they're sent to AASC: Media codes for the state say a hybrid is 25-75% but our potential new guidelines say 20-50%, though it does indicate that anything above 50% can be approved but has to be reviewed first. The issue and reason for the new guidelines are that major changes to the percentage of the online component of a hybrid course can occur without supervisors being involved, potentially to the detriment of students and their ability to reach learning objectives. The new document ensures that supervisors are involved in the conversation about the change and are an opportunity to explain to supervisors how the requested changes are in the students' best interest. It was suggested that perhaps we can maintain the definition we had previously that more closely matched the state's definition, but change the scheduling and procedure portions to insure there is discussion about any future proposed changes in percentages of online versus in person components. There was discussion regarding what should appear and can appear in the notes area of the published schedule. If the dates/times are in the schedule, but there is a snow day and the instructor has to reschedule an 'in person' day there is a management issue for faculty. On the other hand, students have arranged their lives to fit their class schedule and so changing things at the last minute may not work for students. Brian is making changes to the guidelines and will send out the revised guidelines to the committee.
5. Other Items?		Next semester's meeting time poll coming out soon.
6. Adjourn		