Meeting Name: **eLearning Committee**

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

Campus & Room #: EGF 301, TRF 662, Webex

Committee Minutes

Attendees: Jen, Karleen, Tina, Beth, and Mary A   with Chris Fossum as guest

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Tina	November's meeting minutes approved.
2. Closed Captioning Initiative	Tina	We have cabinet level support to move ahead with applying for the Closed Captioning initiative. Next step, for a task force or working group. At this point the group will include Chris Fossum, Karleen, Tina, Beth, and Brian. Tina will consult Brian about asking division chairs if one or more of them would like to be involved and Cynthia Jorstad about her potential involvement. Tina will also ask about whether this is a short-term work group or intent is to be a long term committee. Mary A can ask at the MSCF meeting if anyone is interested. The next meeting is on Jan 4 on this campus, unsure about the date and time on the other campus.
3. Future of D2L Brightspace	Brian	Regarding the shift of D2L Brightspace to the cloud this summer and the possibility of the consortium members each having their own instance of D2L and students eventually having one log on to access all Minnesota State classes regardless of the institution at which the class originates: We will lose some things like the document reader if the single version of D2L no longer exists for consortium members, but Northland would potentially gain other tools that could be turned on for us. CATT sent out a list of tools via email and we can talk about those tools during the spring semester. When asked if there is anything the committee can do to smooth the transition, Karleen and Beth do not feel there is anything to be done at this point.
4. Hybrid Course Guidelines	Brian	Revised guidelines were emailed to the committee. There was a change suggested to make the wording more clear. Number 3 under hybrid course scheduling "Depending on the hybrid format this contact time may be reflected either through the class day and time scheduled or by this notation in the "notes" field:" Change "this" to contact time.

		There was still some concern about asking for the hybrid schedule to go in the notes field. For the classes in which the hybrid portion of the course cannot be easily described (e.g. "every other Wednesday is hybrid") how do we communicate this to students effectively and how can faculty maintain some flexibility if there are days the face-to-face portion must be cancelled? It was suggested that perhaps faculty can schedule a "flex day" that is a land class day if needed, but an online day if not needed. Perhaps for classes with the more complex hybrid versus face-to-face schedule a percentage hybrid is enough along with something like "contact the instructor if you need to know specific hybrid class dates" in the notes area?
5. CATT Update		December meeting update at January's meeting. February meeting: Lake Superior College will talk about their Student Tutoring Services including Smarthinking.
6. Other Items?		Next semester's meeting time will likely be Mondays at 10 am.
7. Adjourn		Meeting adjourned at 10 am.

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

STAR Symposium on February 9, 2018