



Meeting Name: **eLearning Committee**

Date & Time: **January 22, 2018 10:00AM**

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

**Committee Minutes**

Attendees: Stacey Hron, Dorinda Sorvig, Mike Curfman, Beth McMahon, Brian Huschle, Mary Fontes, Mary Amundson.

Topic	Responsible Party	Discussion/Outcome
Call to order @ 10:05	Brian	
1. Review Minutes & Agenda	Brian	Minutes from Dec. approved.
2. Educause Faculty Survey	Mary F.	Faculty Educause technology survey results coming soon. Mary will pull the group together to make some summary statements and then share results. Overall it was positive.
3. Hybrid Course Guidelines	Brian	<p>Updates? Brian changed draft as per minutes from Dec. Unclear if the minutes prefer that the language be changed? Some feel it is clear as it is. Do students need class dates before the first week of the semester? That's why it says students should contact the instructor. If faculty is an adjunct, the student won't receive an answer in advance. Would be covered by disclaimer 'these dates are subject to change'.</p> <p>So maybe we don't need to say in the notes the 60/40 ratio? As much as possible include the days that class is meeting or not meeting. The more we can spell out what the hybrid means, the better it is for students. More student centered. Most important to encourage all to plan better and more in advance for student satisfaction. Many hybrid courses get dealt with right in the course scheduler.</p> <p><b>Decision:</b> Technically the draft is correct. We don't expect faculty to respond to students over holiday breaks. It's up to students to contact them when they register or when faculty are back from break. It says by the first week of class faculty will share hybrid days. Will leave in 'dates will be provided by the first week of class' if info is not filled in elsewhere.</p> <p>Brian will clean up, send to division chairs again, AASC after that, and then send to faculty groups. He will send the media code doc with it.</p>
4. CATT Update		<p>December meeting update?</p> <p>Jan. meeting is tomorrow, Jan. 23, @ 3pm.</p> <p>February meeting: Lake Superior College will talk about their Student Tutoring Services including Smarthinking. Brian looked at our results in Smarthinking for usage – is very low. 15-16 students actually logged in, but only 2-3 used the service and got to the survey. One who completed the survey shared 100% satisfaction. Linnea just can't get the students to go there.</p>

		So need to bridge the barrier students feel with asking for help online, instead of sitting down to talk to a person for assistance.
5. Other Items? Closed caption project.	Brian	Erin A from division chairs will work on this with other E-learning members. Cynthia J. declined to work on this group. Tina put out a meeting request for those on the group to set meeting time.
6. D2L Brightspace	Stacey	We didn't see any specifics or problems about separating our D2L instances for distance members.
7. Adjourn @ 10:48am.		

### **Upcoming Professional Development**

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

STAR Symposium on February 9, 2018