



Meeting Name: **eLearning Committee**

Date & Time: **October 10, 2019 10:00AM**

Campus & Room #: **EGF 301, TRF 461F, virtual**

### **Minutes**

Attendees: Stacey, Shannon, Angie, Jen, Karleen, Tina

| Topic                      | Responsible Party | Discussion/Outcome   |
|----------------------------|-------------------|--|
| Call to order              |                   | 10:02 am   |
| 1. Review Minutes & Agenda | Tina              | Minutes for September approved.  |
| 2. QIP                     | Mike/Dorinda      | <p>Dorinda stated via email, "No new updates on QIP yet; admin is working on the online differential costs." She also provided the links for the 2 informational meetings next week:<br/>Quality Matters informational meeting on Tuesday, Oct. 15 12-1p:<br/><a href="https://minnstate.zoom.us/j/6181652382">https://minnstate.zoom.us/j/6181652382</a><br/>Online Learning Consortium informational meeting on Wednesday, Oct. 16 12-1p:<br/><a href="https://minnstate.zoom.us/j/6181652382">https://minnstate.zoom.us/j/6181652382</a></p> <p>From Mike via email:<br/>Northland's QIP group is being asked to articulate current practices and identify ways to improve/strengthen them. The four beta institutions that tested QIP last year realized the needs to be bigger for online support.</p> <p>There are one-time discretionary funds (just over \$11,000 for Northland) that could be used to support practices you want to implement, for example. This is Northland's plan to form a community of information to pull from to help institutions. Thoroughness is up to us. The system office will not be checking on our plan.</p> <p>QM and the Online Learning Consortium (OLC) will be provided to institutions for the next 3 years. After that institutions, will choose one for themselves.</p> <p>The first QIP deadline is Nov 19<sup>th</sup>, and a large part is the justification for the tuition differential between on-campus and online courses. Shannon Jesme, Northland's CFO, is going to be assisting Mike and Brian Huschle in this narrative. CFOs on other campuses will help their QIP teams.</p> |

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|-------------------------------|-----------|--|
|                               |           | The committee read Discussion of <a href="#">Section A &gt; Institutional Infrastructure</a> - Improvement Plan (including 1. Administrative and human resources, 2. How Minnesota State funds online learning, 3. How institutions use differential tuition) as well.   |
| 3. Strategic Agenda 2019/2020 | Tina      | Changes will be made and sent to the committee within a week. Please look at it and if there is anything that needs changed that will be done before the next meeting.   |
| 4. Closed Captioning Update   | Tina/Mike | <p>Over the summer a faculty member asked that over 100 hours of voice recordings be close captioned. This is not feasible for one person to complete when they have other job responsibilities. Should we have time limits for captioning in house? At what point do we outsource work? Because of the expense, it is not likely we could outsource 100 hours in any case. Is there a point at which the faculty member needs to take responsibility for learning how to caption their own work? Faculty also need to know that any audio/video that is not required does not need to be captioned, though it should be as a best practice.</p> <p>Upcoming meeting this fall. We will provide an update at the next eLearning Committee meeting.</p>   |
| 5. Other Items?               |           | <p>Angie had a question about SoftChalk and if licenses were available. Just after the meeting Stacey received an answer from Leslie Blicher, "We are carrying licenses only for those who were actively using during the two-year pilot a couple years back. Those licenses will be paid for through June 30, 2021, at which time Minnesota state won't sponsor them anymore.</p> <p>We did negotiate discount prices for campuses to purchase Softchalk for a group of faculty, not necessarily an entire campus. And those negotiated discount prices are only good through the end of fiscal year 2021" and a price list was sent. The cost for 5 content authors, developing content to reach 1-1,000 students purchased between July 1, 2019 - June 30, 2020 is \$2892. Purchased from July 1, 2020 - June 30, 2021 license will cost \$3037. Costs for more authors reaching more students increase from there.</p> |
| 6. Adjourn                    |           | 10:55 am   |

Link to the QIP Section A > Institutional Infrastructure - Improvement Plan <https://mnscu.sharepoint.com/teams/ENTPR-QIP/SitePages/Quality-Improvement-Process.aspx>