Meeting Name:  **eLearning Committee**

Date & Time:  **November 14, 2019   10:00AM**

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

Attendees:  Mike C., Mary F., Angie B., Jen D. Karleen D., Shannon N., Tina M.
**Minutes**

| Topic | Responsible Party | Discussion/Outcome |
|---|---|---|
| Call to order | | 10:03 |
| 1.  Review Minutes & Agenda | Tina | Minutes from October approved. |
| 2.  Quality Improvement Process (QIP) | Mike | OLC: courses for first time online teachers<br>QIP is a self-reflective study.  There are no metrics on which the college will be graded.<br>Updates on the justification narrative for the tuition difference between on-campus and online courses, due November 19, by Brian, Jodi, Shannon J., Mike C.: $165/credit but $199/credit (additional $34) for online credits.  We have 15,000+ credits to account for as our share of online credits from the consortium with Alex Tech and NW Tech.  Some reasons for the cost disparity:<br>-D2L support costs<br>-Classroom caps are lower for many classes (48 in biology on land, 30 online for example)<br>-Proctoring costs<br>-Additional software  (Camtasia, SoftChalk, etc.)<br>Parity between per credit classes and online credits can be reached by 2021/22 with effort.<br>Section B is the faculty support piece of the QIP and is due in March.<br>Section C is due in May. |
| 3.  Closed Captioning | Mike | Updates from the fall meeting:  There will be a new link in GroupLink for closed captioning requests.  Mike will meet with Stacey to iron out details and get the link going as soon as possible.  Mike will also send out reminders to faculty before the end of the semester, possibly with information about professional development sessions at future inservices. |
| 4.  Other Items? | | Karleen will look into the possibility of turning on the LOR for NCTC faculty.<br>Kaltura updates will be demonstrated in an online meeting tomorrow, Friday, November 22.  The closed captioning function is supposed to be greatly improved in Kaltura.<br>Questions asked about how often online instructors versus entirely face-to-face instructors have computers replaced – it is every 3 years for everyone.  All the computers are the same unless IT is made aware of different needs for individual instructors. |

|  |  | Questions about VPN availability to instructors – it is available for anyone upon request. Because of OneDrive though it is rarely needed anymore. |
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| 5. Adjourn |  | 10:43 am |