



Meeting Name: **eLearning Committee**

Date & Time: **February 20, 2020 10:00AM (rescheduled from February 12 @ 1PM due college closure)**

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

Attendees: Tina M., Dorinda S., Jennifer D., Stacey H., Karleen D., Mary A., Mike C., Mary F.

Agenda

Topic	Responsible Party	Discussion/Outcome
Call to order	@ 10:05am	
1. Review Minutes & Agenda	Tina	January minutes approved.
2. QIP	Dorinda	<p><u>Section B</u> due March 3. Discussion about the results of the QIP faculty survey. Reviewed results. Of the 8 that responded most feel professional development opportunities are available at NCTC. Karleen has had open time for questions at beginning of semester during in-service but very few show up, has held informational sessions with the same result – what more should she do? There's no one way to reach everyone or inform everyone.</p> <p>Talked about a day in calendar near end of semester for class prep for next semester to replace an in-service day at the beginning of the semester. Mike realizes the importance of this feedback and will consider this. This group agrees that course design info is too late when offered during in-services just days before semester begins. Is a calendar issue as well – for planning timing of in-service days throughout the semester. Important to remember this is work designed to promote student success.</p> <p><u>QIP Part A results</u>: Differential tuition at NCTC is \$34 difference between campus and online courses, at the higher end of the spectrum in Minnesota. NCTC showed more revenue than expenses with a handful of other colleges in state. We figured it differently – didn't take the same % of all the areas so probably under-estimated expenses. Some costs for online also benefit on campus courses (D2L cost). So wasn't a true apple to apples comparison for this first year. NCTC's excess revenue went to general fund.</p>
3. Lynda.com	Stacey/Angie	Possible demonstration? What does the committee think about purchasing a 1 year subscription for \$10,000? -- Discussion tabled --

4. Other Items?	Test proctoring	<p>Survey for online test proctoring. Should this be included in the annual technology survey? Is there a need for evening test proctoring? In EGF at the end of this semester, going to try having hours one evening a week for the last 2 weeks of the semester. Would be good to add some of these questions to technology survey.</p> <p>Should the survey go to everyone and not just online because a student may not be online yet but be enrolled online in the future? Should every online instructor be asked to also place a survey in their course? We need to bring the information up at MSCF meeting.... so we are going back and forth. Add this to a topic for next month with example questions and ideas ready to share.</p> <p>Tina requested that any changes in the proctoring schedule be communicated to faculty as soon as possible after decisions are made as faculty are the first line of contact with students.</p>
5. Other Items		<p>FYI: Karleen now has a "reset" button for D2L for when employees accidentally copy something they didn't mean to copy into their courses. She can now easily reset the course.</p>
6. Adjourn	@ 11am	