Meeting Name: **eLearning Committee**

Date & Time: **September 16, 2020   3:00PM**

Campus & Room #: VIRTUAL Only

Attendees: Karen Z., Mary F., Angie B., Jennifer D., Tina M., Dorinda S., Karleen D., Mary A., Stacey H., Brian H.

<u>**Agenda**</u>

Topic	Responsible Party	Discussion/Outcome
Call to order @ 3:04p		
1. Review Minutes & Agenda	Tina	April minutes motioned to approve with a second; approved.
2. Committee Chair Election	Tina	Nominations: Angie, Tina. Motion and 2nd to nominate Tina and Angie as co-chairs. Motion approved.
3. Strategic agenda		Setting 2020/2021 academic year goals. I. Dorinda said she and Peggy have plans for a session for Hyflex ideas (Zoom groups, for example) for Nov. OER: copyrighted vs publisher materials. Difficult to know which publishing companies to share info about. Brian sent a faculty survey out that was planned for fall in-services to obtain more faculty feedback on ideas for PD. II. A. Not much has been done recently with this one. Could work with Jason to try keep students involved. Mary will ask him to join our next meeting. Wondering about an actual NCTC student community in D2L. Only an orientation course for all students. II. C 3 & 4: have worked on these in the past so do we delete these? Students have access to orientation course at least a month before semester begins. No means to assess the efficacy of the orientation course. Some instructors teaching online or hybrid for first time may not be emphasizing the course to their students. So may need to reach out to those faculty specifically – PD idea. So move to I. Tina to make wording change and send out. For II C 3: is there a way to examine this data from the orientation course? Mike had retrieved some of this data a while back. Leave this in here for now and determine if data is of any use. Add to annual assessment report.

		The Distance MN orientation course is separate from the NCTC one. NCTC may be the only college in the consortium using it. Need to research ORI-0100 course of Distance MN. No one registered for this course this fall semester. -NCTC students are enrolled in the NCTC orientation course. Distance advisors probably add students to the Distance MN orientation course. Plan: compare the 2 courses and determine if we need both orientation courses. Mary A sending the Distance MN syllabus for their orientation course.
4. Spring 2021/Fall 2021 Classes		New information, considerations, ideas?
5. Respondus Lockdown Browser and Monitor / Exam Proctoring		A significant drawback when using Respondus was its inability to be used with Chromebooks (especially OCHS). From an email received by Dorinda: "We are working on full support (not a workaround) for students' personal Chromebooks right now and expect to have it available later this Fall. Your college's Respondus license contacts will be notified when it's available." Holly did update the computer requirement doc on the web page. See the table below received from the CATT listserv email today regarding proctoring. There was also a request for each college to ensure their proctoring information is correct on MinnState's proctoring website. May campus-based courses utilize the campus testing centers (due to software compatibility issues)? No faculty have asked Brian this yet. Testing centers are already strained – social distancing, NACE & TEAS exams in Sept. Continue to direct this to Brian to make sure demands can be met.
6. Other Items?		QIP update? Plan was to complete student portion this fall. Brian will have this temporarily. Dorinda was on email list last spring and hasn't heard anything this fall yet. Kaltura Mediaspace? System office is working with them. Entire system is just bogged down. -Karleen did make a few minor tweaks to D2L this summer. She'd like feedback on these changes before spring semester. 1. Widgets on course home page. 2. Content moved up to first item under 'materials' tab. 3. State-wide sample course is done. Karleen would like this group to look at it for ideas on how to use that. Add to agenda for next time.
7. Adjourn @ 4:07pm		

Solution	Website	Agreement	Status	Notes / Cost
Examity	Examity	Agreement	OGC Approved	Agreement Details
MonitorEDU	MonitorEDU	Privacy Addendum Agreement	AGO Approved	Agreement Details
Proctorio	Proctorio	Agreement Pricing Sheet	OGC Approved	Agreement Details
Respondus Lockdown	Respondus Lockdown	Respondus Contract	Approved by OGC	Lockdown Details Monitor Details
Respondus Monitor	Respondus Monitor			
Zoom			No Action Needed	

Solution	Website	Contract	Status	Notes / Cost
ExamSoft	ExamSoft	N/A	Not Assessing for system-wide agreement	Not currently approved for D2L Integration but there is a stand-alone version. More information
ProctorU	ProctorU	N/A	Not Assessing for system-wide agreement	
Remote Proctor Now (RPN)	RPN	N/A	Not Assessing for system-wide agreement Available through D2L	More information