



Meeting Name: **eLearning Committee**

Date & Time: **December 2, 2020 3:00PM**

Campus & Room #: **VIRTUAL Only**

Minutes

Topic	Responsible Party	Discussion/Outcome
Call to order	3:02 p.m.	Angie
1. Review Minutes & Agenda	Angie	Approved as written
2. Strategic agenda	Angie	No recommend changes
3. D2L templates or sample course	Angie/Karleen/Dorinda	Updates/feedback from the November 18 faculty development session: Faculty was appreciative of the in-service that Karleen did. They stated that they will use pieces of the template. The recording for the template session was emailed to all faculty on 11/19/20.
4. CATT/QIP	Dorinda & Karleen	Updates from November 17 meeting: Webinars for faculty development (Karleen/Peggy/Karleen) are emailed to faculty regularly as they are available. Program Matrix for Equity and Inclusion worked into the CATT. Star Symposium is on hold for 2021. PACBAC discussion software was discussed that can be incorporated into D2L that uses artificial intelligence.
	Mary/Dorinda/Brian	Mary reviewed QIP. Northland will need to do some items (Brian/Dorinda) by January to get online costs into the QIP and it is a collaborative effort with finance. This is needed for Minnesota State to bring to the legislature. We need to do the student/academic support section. A subgroup (Dorinda/Mary) will meet to determine what information we need for the QIP so we can start gathering information before our next meeting in February.
5. Spring 2021	Angie	Angie, Jen and Tina will be reviewing the Distance Minnesota orientation course on January 4 th .
6. Other Items?	Dorinda/Brian	January 6 th in-service – if anyone has ideas let Peggy or Dorinda know. Brian needs information by next week to build the agenda.

	Karleen	<p>Faculty need to log into the Office 365 Outlook widget at the top of the 1st column on the course homepage in order for the Request Help widget to appear correctly at the bottom of the column. Otherwise, when faculty click on a course, they are taken to the bottom of the page where the Request Help widget is located and then need to scroll to the top.</p> <p>To elevate the scrolling issue when faculty have not logged in, Karleen will move the Request Help widget to top of the 2nd column on the course home page before the Updates widget. This will keep faculty at the top of the course homepage.</p> <p>Faculty will still need to log into Office 365 Outlook for the Request Help widget to function correctly.</p> <p>This layout change will not affect students, as they do not have access to the Request Help widget.</p> <p>Next Meeting: February 3rd @ 3:00 p.m. (later changed to January 27th)</p>
7. Adjourn	3:31 p.m.	Have a wonderful and relaxing winter break, everyone!