Meeting Name: **eLearning Committee**

Date & Time: **January 27, 2021   3:00PM**

Campus & Room #: VIRTUAL Only

Attendees: Karleen D., Tina M., Shamani S., Dorinda S., Mary F., Brian H., Shannon N., Stacey H., Mary A.
Mintues

Topic	Responsible Party	Discussion/Outcome
Call to order @ 3:02p		
1. Review Minutes & Agenda		Minutes approved.
2. CATT/QIP	Mary F	QIP Updates: Online costs- was done by Brian by the deadline. Northland's student/academic support section. Dorinda, Stacey and Mary F. developed a survey on student support. Brian will send out to all employees and students this week. Will review results later and develop plan of action for student support for online learners. CATT Updates: might have been a meeting during our in-service days.
3. Orientation courses	Tina	Angie, Jen and Tina reviewed the Distance Minnesota orientation course and Northland's D2L orientation course: our analysis: concluded we don't need to keep Distance MN's orientation course. Too confusing for students. In NCTC's, they found only one link that didn't work out of many. One item was added on how to check if assignments were submitted. Do we need to remind faculty about the orientation course? Karleen has done this at the faculty in-service session for those in attendance. If you have suggestions for improvement, let Karleen know.
4. HLC Assessment Academy/D2L Rubrics	Brian	Who uses rubrics in D2L? Brian asked this earlier. Karleen is scheduling a meeting for HLC Assessment Academy team at NCTC with D2L system administrators to demonstrate how to use rubrics for assessment of ILO's. Goal is for system office to build a rubric at the college level for each ILO that each faculty can pull that in for pertinent courses. Then pull a report that will assist faculty in developing a plan to improve instruction to meet the ILOs. SO will have to pull the data for us.

		Brian is issuing an invitation to e-Learning committee to join the meeting with the SO on Mon. Feb. 22 at 1p.
5. eLearning/COVID	All	Observations? Is there a way to compare metrics from fall '19 to fall '20? To compare completion rates, etc. before and after Covid. Would be good to also compare this to other MN colleges. • Dorinda shared PN students in TRF are more comfortable with Zoom meetings now and going well. They enjoy coming to campus for labs though. • Stacey: do have a Zoom room on each campus. Higher demand for document cameras recently. • Mary feels it's better since it was prepared and planned for this way. More difficult to have some students on Zoom and some in room. Like to come in for labs. Still have a few on quarantine (not as many as fall semester so far). Has seen good engagement. • Shannon: she also polled her students and they prefer to remain on Zoom as well. Will keep monitoring participation and ask again in a few weeks. • Shamani shared faculty are reporting students are learning and are engaged via Zoom. • Mary A has Zoom link for office hours, but not many attending yet. • Tina has office hours posted and not many attend, but students are asking for meeting on other days, 2-4/day. So is challenging for her.
6. Other Items?	D2L templates/ Schedules	• Tina is curious how many faculties are using D2L templates? No way for Karleen to know unless she goes into every course. • Tina is having problems keeping up with course schedules. Is there a template where you could add more to it? Students could use the Pulse app, but only pulls in ALL assignments/tests IF faculty have the box checked and put in dates. No perfect solution. Go to manage dates, pull by each tool, and check calendar box on every item. • Some faculty are using the option to only include questions students missed for a 2nd attempt. • Tina shared that Ben and Andrea have been wonderful this week-very helpful!
7. Adjourn @ 3:38p		