Meeting Name: **eLearning Committee**

Date & Time: **September 21 @ 3p**

Campus & Room #: VIRTUAL Only

Agenda:

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Review Minutes & Agenda	Angie	This was done via email last April.
2. Member Updates	Angie	Mike will be the administration representative until further notice. Karen & Stephen have stepped down from the committee. Current members: Mary A., Angie B., Mike C., Jenn D., Karleen D., Stacey H., Tina M., ADawn N., Dorinda S.
3. HyFlex Classroom/Zoom Huddle Rooms	Stacey	Everything is in place and trouble-shooting as items come up. 2 Classrooms and a student room for each campus was installed. Zoom can be added from the calendar in Outlook. Student rooms are getting used. IT is working on handouts. Replacing some torn screens.
4. Technology Survey	Angie/Stacey	Is there anything the committee feels we should address from the technology survey? – PD planning on doing some small trainings on topics such as signing a pdf, booking, Outlook, etc. Include staff to the invitation. All other items were addressed and the committee will review this subject again after the next Technology Survey's results are in.
5. D2L Brightspace	Angie/Karleen	Update from admin: D2L Brightspace allows for users to enter their pronouns which are then visible to the class. Northland has not enabled this function yet because there is not a select set of pronouns to choose from, which would present an opportunity for someone to enter something inappropriate. Admin is requesting the e-Learning committee's recommendations for activating this function in the future. → Karleen to check with D2L Site Admin meeting next week. Will revisit in October. Recommend the following pronoun list if possible: She/Her/Hers; He/Him/His; They/Them; Ze/Zir/Zirs; Use My Name

6. TurnItIn	Angie/Stacey	Fall survey showed that only 2 out of 34 respondents stated they use TurnItIn. However, this was not a faculty-only survey, and not all faculty responded. TurnItIn reports show that there have been 3,359 student submissions evaluated with TurnItIn since January, 2022. Faculty that uses TurnItIn report that it is a helpful tool for both the student to learn to screen their own papers for plagiarism and for instructors to provide a grade. The eLearning committee recommends doing another session at the spring inservice and having faculty at Northland share their experience with this useful program. The recording link was also added to September's PD Newsletter as a reminder that this tool is available.
7. Committee Chair	Angie	Angie will commit to another year as chair.
8. Other?		N/A
9. Adjourn	Angie	Next Meeting: Tuesday, October 18th @3.

CATT = Campus Academic Technology Teams: monthly system-wide meetings to communicate important changes to academic technologies that affect all campuses
ILO = Institutional Learner Outcomes
NED = Network for Educational Development
QIP = Quality Improvement Plan