

Date: Dec. 4th
Location: Polycomm EGF and TRF

Time: 12:00

Chair: Karleen Delorme

Recorder: Holly Deschene

Members Present: Holly Deschene, Karleen Delorme, Sherry Lindquist, Mike Normadin, Terry Wiseth, Aliza Olson

Members Absent: Jeff Thomas

Guests:

Team Minutes

Agenda item #1: Action plan **Presenter:** Karleen Delorme

Discussion: Discussion of use of Faculty folders in EGF – Discussion to discontinue their use. This was thought to be a good direction to move towards **Full** implementation of D2L

Conclusions: Discontinue use of Faculty folders on EGF Campus

Action items

- ✓ Karleen will send a notice to EGF faculty asking for their thoughts on this issue.
- ✓ Sherry will send out notice to faculty
- ✓
- ✓

Person responsible: **Deadline:**

Karleen Delorme ASAP
Sherry

Agenda item #2: D2L User Conference **Presenter:** Sherry Lindquist

Discussion: The committee discussed sending a few faculty and/or an administrators to the D2L user conference in Duluth next year. A question was raised regarding funding for the conference.

Conclusions: Karleen will check to determine what resources are available for the conference and contact faculty to see who would like to go.

Action items

- ✓ Check on conference funding sources
- ✓ Contact Faculty to ask if any one wishes to attend.
- ✓
- ✓

Person responsible: **Deadline:**

Karleen Delorme
Karleen Delorme

Agenda item #3: Survey **Presenter:** Karleen Delorme

Discussion: The committee reported positive feedback from both faculty and students regarding the Student Evaluation of Faculty survey being completed in D2L this semester. The first question that listed the course name and instructors name will be changed from a question to a simple text statement for spring semester. The question was simply added so that when the survey results were printed, the course name and Instructor name appeared on the report as the report option in D2L did not include that information. The committee expressed concerns that the number of questions on the survey should be shortened, and that the comment area should be a more open ended question. Karleen will send a message to Kerry Jaeger, Assessment Committee Chair, regarding the two concerns.

Conclusions: The faculty survey accessed through the use of D2L was considered a positive move into getting more instructors and students to work online. The survey will be revised to incorporate the above questions.

Action items	Person responsible:	Deadline:
✓ Karleen will contact Kerry Jaeger regarding the length of the faculty survey.	Karleen Delorme	ASAP
✓ Karleen will fix the first question on the survey regarding Faculty name and course.	Karleen Delorme	asap
✓		
✓		

Agenda item #4: **Presenter:**

Discussion:

Conclusions:

Action items	Person responsible:	Deadline:
✓		
✓		
✓		
✓		

Other Information

Resources:

Special notes: Next meeting will be held on Monday, January 22, from 12-1 pm via polycom in room 106 in EGF and 545 in TRF.