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**D2L Minutes**
**May 4, 2006  11-12noon**
**EGF #306B & TRF #545**

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**Present:**      Karleen Delorme, Stacey Hron, Elizabeth McMahon
**Absent:**      Aliza Olson, Sherry Lindquist, Cheryl Byrne, Faye Overgaard, Julie Grabanski, Kathy
             Huschle, Kristina Keller, Carolyn Weber, Jeff Thomas, Mike Normandin, Holly Deschene

**FY07 Budget List**
Stacey will forward the Budget template to Karleen who will add the following items.
1.)  Budget to cover the registration, hotel, airline, car rental fees for the site admin and trainers to attend the annual D2L Conference in August.
The following breakdown covers the costs to attend this year's conference:
$1,060 - ($265/person) - D2L Conference Registration fees
$1,372 - ($343/person) - Hotel reservation for 3 nights
$2,043 - ($510.66/person) Airline tickets from Fargo, ND to Toronto, Canada
$185 - car rental from Toronto to Guelph

2.) Funds to provide refreshments at the training sessions or faculty show-casing sessions as well as prizes or gifts.

3.)  Money to purchase additional software to supplement teaching such as gaming software, etc.

**FY06 Accomplishments**
Increased number of Faculty using D2L
Currently, 90 faculty between the two campuses are utilizing D2L course shells for either on campus and distance education courses.  Twenty two of those faculty are new users this year.

Increased number of courses utilizing D2L
The following table identifies the number D2L course shells created each semester.

| Year | Summer | | Fall | | Spring | |
|---|---|---|---|---|---|---|
| | Campus | Dist Ed | Campus | Dist Ed | Campus | Dist Ed |
| 2004 - 2005 | 16 | 19 | 150 | 29 | 175 | 36 |
| 2005 – 2006 | 26 | 31 | 201 | 47 | 243 | 61 |
| 2006 - 2007 | 34 | 38 | | 88 | | |

Training Sessions
This year several forms of D2L training sessions were offered to faculty.
1.  Monthly -  1 hour training session focusing on the various D2L tools and/or online pedagogy.
2.  Weekly -  D2L/online education 1 hour open lab sessions.  D2L trainers work with faculty in a "hands-on" training session where instructors bring in material or problems of their choosing to get assistance.
3.  Individually -  D2L trainers, Site Admin, and Tech Support meet with instructors individually or by department when requested.
4.  Faculty Showcasing -  1 hour meeting where faculty demonstrate which D2L tools have worked well in their course.
5.  Faculty Support Center – faculty have access to a wealth of resources and instructional material.
6.  Online Teaching 101 – an online training course designed for faculty who are considering developing or teaching online courses.

**Next Year's Committee Membership**
Stacey will be contacting the Faculty Senate reps to discuss combining the Professional Development and D2L committees for next year and check on the membership notification process.