

**Extended Learning Sub Meet and Confer
November 13, 2006**

Notes Approved December 4, 2006

Attendance

Faculty Association Representatives: Gerald Schneck, Queen Booker, Paul Wyss, Mary Hadley, Terry Flaherty, Scott Granberg-Rademacker. Absent: Maureen Prenn

Administrative Appointees: Pat Lipetzky, Joan Roca, Bryan Schneider. Absent: Scott Johnson

Ex Officio: Marcius Brock, Tracy Pellett, Judy Luebke, Kathy Trauger, Kent Kalm, Theresa Schwartz.

- I. Call to order
 - A. Pat Lipetzky called the meeting to order at 11:00 am.

- II. Agenda Changes
 - A. None

- III. Notes of 10-9-06
 - A. **Approved** as submitted

- IV. Announcements
 - A. Extended Learning has a table reserved at the Diversity Dinner on November 17. You are invited to be a guest of Extended Learning at this event.
 - B. Kent Kalm has been awarded the UCEA Regional Award for Excellence in Teaching and Faculty Service for the work he has done with Extended Learning.

- V. Old Business
 - A. EL Opportunities & Barriers – College of Science, Engineering & Technology
 1. Mary Hadley gave an overview of the CSET report that was distributed via email prior to today's meeting. Some points of concern from CSET
 - a. How can we do more when we can't cover the classes we already teach
 - b. No good way to do lab courses online
 - c. Portable lab equipment to take to off campus sites would be very expensive, funding?
 2. Biggest take away
 - a. Nobody wants to do more than their 12 credits per semester (no extra time)
 - b. Surveys needed to determine what programs or certificates are desired before development begins
 - c. Market degree completion in a responsible amount of time at a responsible cost
 - d. Provide faculty resources (adjunct or fixed-term funding while online course is developed)

- B. Work group for web and electronic documents for instructional accessibility
 - 1. Gerry Schneck reported that he and Paul Wyss met with Julie Snow, Director, Office of Disability Services, and Christine, the new Accommodations Specialist in the office. We initially wanted to do some brainstorming on what our outcome goals would be, generating a list of concerns, etc., and other parameters that we need to consider in order to provide recommendations to the Extended Learning Sub-Meet and Confer.
 - 2. Mary Huntley will be joining the group after the end of the fall semester.
 - 3. The next meeting will be centered on outlining our next steps.
 - 4. Met with Ted Johnson, IT and web access HTML just needs a little tweaking
- C. Work group for WIDS (Worldwide Instructional Design System)
 - 1. Gerry Schneck reported that he and Scott Granberg-Rademacker met and reviewed the materials that were provided for the WIDS software, which is currently being used by South Central College and a number of other community colleges within MnSCU.
 - 2. Scott will be arranging for Lynn Groves, the director of the CETL at SCC, to go over what they have experienced with use of WIDS and their satisfaction with its outcomes, etc.
 - 3. The next scheduled meeting will take place once we have Lynn Groves' availability.
- D. Work group for funding model development
 - 1. Pat Lipetzky provided a draft of the Self-Support Funding Model for Extended Learning via email prior to today's meeting that was developed by this work group and asked for discussion and feed back from the committee
 - a. **Action:** Develop a FAQ document as support to the funding model
 - b. Work group will meet again to develop FAQ document and return it to the committee for their review

VI. New Business

- 1. Consultant Visit
 - a. Pat Lipetzky reported that the EL sub meet & confer is scheduled to meet with Carol Aslanian, Aslanian Consulting on November 15 at 11:00 am in WA 303 and invited committee members to attend this session if they are available
- 2. Strategic Priority Funding Requests
 - a. SPF Application Form for 2007-08 were sent to committee members via email prior to today's meeting
 - b. Pat Lipetzky invited committee members to contact Extended Learning for assistance with online or off campus program development in your college

3. Differential Tuition Approval
 - a. **Action:** motion made & passed to approve differential tuition for Educational Studies: K-12 and secondary programs, master in science in teaching and learning, amount of differential \$200.00
- VII. Reports
- A. MnOnline
 1. Mary Hadley reported that the MnOnline meeting will be held later this month – no new information to report at this time
 - B. Peer Review Process & e-Teach
 1. Kent Kalm reported he and Judy Luebke have met with three of the colleges regarding the Peer Review Process
 2. Kent will hold a workshop to review the process before the end of the term
 3. Transitioning e-Teach to Scholarly Community of Practice for Online Educators
 - a. Kent will provide a link to the website by the end of this week
 - C. Student Services
 1. Marcius Brock reported that a grid is being developed and proposed to the General Education Committee to help transition prior general education courses to fit with the current catalog equivalents for students returning to the University to complete their degrees
 - D. IT Services
 1. Bryan Schneider reported IPESL (Initiative to Promote Excellence in Student Learning) proposal has been sent and accepted at MnSCU
 2. Working on trying to change the sign in for D2L to be campus username and password
 3. Evaluating accepting the Web Presentation platform that goes with CISCO phone system but has yet to be delivered
 - E. Enrollment Management
 1. Pat Lipetzky reported that consultants from the Aslanian Group (Extended Learning) and Novel-Levitz (Recruitment) will be on campus this week itineraries were emailed prior to today's meeting

Adjourned: 12:00 pm

Submitted by: Patricia Lipetzky
Gerald Schneck

Next meeting: Monday, December 4, 2006 at 11:00 am in CSU 244 (note the room change)