Notes approved April 23, 2007

Attendance

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

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

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

I. Call to order
   A. Gerry Schneck called the meeting to order at 11:00 am.

II. Notes of 1-29-07
    A. Approved as submitted

III. Announcements
    A. Spring enrollment report, new format from Institutional Research
       1. Comments –
          a. Good report, makes sense
          b. Rollie Rowe should be commended, the right questions were asked to get this detail broken out into usable information
          c. Report will be updated weekly on the IR web site
             http://www.mnsu.edu/instres/currentreports/reports/spr.pdf

IV. Old Business
    A. EL Opportunities & Barriers – College of Business
       1. Queen Booker gave an overview of the COB report that was distributed at today’s meeting.
          a. Programs that are most likely to have significant online enrollment if implemented would be Business Certificate; MBA; General Mgmt Bachelor for people with an AA or two years community college; Financial Planning Certification
          b. Off campus programs most likely to have significant enrollment in the Twin Cities if implemented would be MBA, Master of Accountancy
       2. Concerns
          a. Accreditation visit February 2008, no changes should be made prior to this visit
          b. Too many business students as it is
          c. Need for more academically qualified faculty
          d. Technical support for online programs
          e. Salary incentives for online development and greater overload pay for class sizes over 20
    B. EL Opportunities & Barriers – Arts & Humanities
       1. Terry Flaherty gave an overview of the A&H report that was distributed at today’s meeting.
a. Four of eight areas have no interest in offering online/off-campus programs (Art, Mass Comm, Music & Theater)
b. Philosophy has experimented with online courses and is open for discussion and could provide an essential critical thinking element
c. English, Modern Language and Speech are interested in substantial ways, in both online and off campus
  - 2 + 2 programs
  - Hybrid programs
  - Need for professional education part of the package in place to offer complete program (off campus and online)
  - Need for complementary minors
  - Need assurance of market, space availability, site cooperation all coordinated by EL office
  - Need for a “usable” EL web page to provide potential student with program details from general pages
  - Need for bureaucratic intervention, negotiate contracts

C. Technology grants – Bryan Schneider
   1. 12 requests received, good ideas
   2. Meeting to rank and prioritize
   3. Decision with in the next week
   4. Funding will be split between this fiscal year and next

V. New Business
A. Coordinator of Instructional Design position – Judy Luebke
   1. Kent Kalm, Ann Quade & Judy Luebke met with representatives from all colleges except education last week to begin preliminary discussion of a job description for a Coordinator of Online Learning
   2. Judy provided a hand-out that outlined discussion points from the meeting
      a. Model similar to University Development, instructional designer for each college (including graduate studies)
      b. Comments and feedback are welcomed
   3. This position would move from IT to Extended Learning
   4. **Action:** Judy will email EL Sub-meet & Confer committee and college representative a preliminary job description in the next 2-3 weeks to be reviewed

B. Report to Enrollment Management Committee – Gerry Schnack
   1. Draft report sent from Pat Lipetzky via email prior to today’s meeting
   2. Where do we want to be in 10 years?
   3. Feedback is needed
   4. **Decision:** Need to break down report and focus on the next 5 years first, address second five years at the next committee meeting
5. **Discussion**
   a. Get out of the general education courses unless there is a specific political need or the course is needed to support a specific program (such as concurrent enrollment)
   b. Make a strong statement up front, delivery system for certain markets vs a straight 10% increase each year
   c. International students and underrepresented populations should be mentioned as a growth area, great potential for Hybrid programs
   d. Where are the numbers coming from to increase enrollment?
      - Graduate programs
      - Upper level course offerings
      - Describe programs unique to Mankato, and southern MN (capture these before MnSCU eliminates duplication)
   e. What dollars are already being spent, where are we at now?
      - Budgets, marketing, resources
      - How is new money needed for growth over the next 5-10 years?
      - Cost benefit vs expected growth tie positions back to those things

6. **Clarification** – Director of Program Development, funded with soft money, fixed-term, 2 year position has been approved and search will begin in March

VI. **Reports**
   A. MnOnline – Mary Hadley
      1. Meeting at the end of the month, nothing new to report
   B. Peer Review Process, eTeach update, Community of Practice – Kent Kalm
      1. Two face to face meetings and two online experiences have taken place so far this semester
      2. The next face to faces session is Thursday, March 1 at 12:00 pm in CSU 201; demo Breeze / Adobe Contact
   C. Student Services – Marcius Brock
      1. The Online Faculty/Student Services Development grid is in progress
      2. Slow response, campus priorities focused on enrollment management issues

Adjourned: 11:50 pm

Submitted by: Gerald Schneck

**Next meeting:** Monday, March 26, 2007 at 11:00 am in CSU 202