

**Extended Learning Sub Meet and Confer
March 26, 2007**

Notes approved April 23, 2007

Attendance

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

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

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

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

- II. Notes of 2-26-07
 - A. No action taken

- III. Announcements
 - A. Reception for Kent Kalm, April 26, 2007, 11 am – 1 pm, AF 238
 - B. Director, Program Development search
 1. Responsibilities include marketing, needs assessment, survey research and EL website
 2. Posted on HR website
 3. Advertised this weekend and next, regional search
 4. Fixed term position, externally funded by fund 120 account reserves for up to two years
 - a. Based upon performance results the position may become permanent

- IV. Old Business
 - A. Work group reports
 1. Funding Model – Pat Lipetzky
 - a. Pat reported that she has met with Academic Affairs and Finance & Administration to establish what base tuition dollars that EL is responsible for generating after expenses
 - b. Proposed that when EL exceeds this base we may then use these dollars as incentive funding
 - c. Final details need to be worked out but it appears that AA and F&A are moving in this direction
 2. Accessibility – Gerry Schneck
 - a. Gerry provided the committee with a report of the workgroup on Web and Electronic Document Accessibility used in Instruction (and research) – handout provided
 - b. Committee discussion followed
 - c. **Action:** Forward recommendations to LTR committee to obtain a statement of support
 3. WIDS – Gerry Schneck

- a. Gerry provided the committee with a report of the workgroup on WIDS Instructional Design Software (handout provided)
 - b. Committee discussion followed
 - c. **Action:** Forward recommendations to Brenda Flannery, Academic Affairs
 - B. Enrollment Management Summit – Comments? Discussion?
 - 1. No enrollment projections given
 - 2. Need minimums to viable, what are they?
 - C. Coordinator of Instructional Design position review – Kent Kalm, Judy Luebke
 - 1. Judy provided a second draft of possible qualifications and position description
 - 2. Committee discussion followed
 - a. Clarified that this position would have teaching and learning focus and serve as a central source of support to each college’s instructional designer
 - b. Model similar to University Development
 - How does each college fit the model?
 - Clear goals need to be established
 - c. Position in EL to meet enrollment goals
 - 3. **Action:** Additions/deletions, further feedback, send electronically to Kent Kalm
- V. New Business
 - A. Last meeting – April 23, 2007 (date change) in AF 238 (second floor conference room in the Alumni & Foundation Building)
- VI. Reports
 - A. Peer Review Process, eTeach update, Community of Practice – Kent Kalm
 - 1. Group traveling to Duluth in May to further examine Peer Review process
 - 2. April 5, face to face online experience with partners of Carnegie program

Adjourned: 12:00 pm

Submitted by: Gerald Schneck
Pat Lipetzky

Next meeting: Monday, April 23, 2007 at 11:00 am in AF 238