Attendance

Faculty Association Representatives: Terry Flaherty, Queen Booker, Mary Hadley, Paul Wyss, Gerald Schneck, Scott Page. Absent: Scott Granberg-Rademacker
Administrative Appointees: Pat Lipetzky, Joan Roca. Absent: Marilyn Delmont, Scott Johnson, Bob Hoffman
Ex Officio: Marcus Brock, Judy Luebke, Bill Wagner, Theresa Schwartz. Absent: Kathy Trauger

I. Call to order
   A. Gerry Schneck called the meeting to order at 2:00 pm

II. Change to the agenda
   A. None

III. Notes of 3/18/08
   A. Approved as submitted

IV. Announcements
   A. Congratulations were extended to Mary Hadley for receiving MnSCU Award
   B. MnSCU IT Initiative Fund Proposals for 2008-09 – Pat Lipetzky
      1. Call for proposals (provided via email prior to meeting)
      2. MSU Mankato allocation $467,000
      3. Proposal due date August 29, 2008
      4. Fixed-term money
      5. Email proposal ideas to Dean Lipetzky
   C. Extended Learning Faculty Sub-meet members for 08-09
      1. Co-chair Gerry Schneck announced the following faculty members have been elected to serve during 2008-09 and 2009-10 academic years
         a. New member: Debra Jessemam (EDUC)
         b. Returning members: Paul Wyss (LIB); Queen Booker (BUS); Scott Granberg-Rademacker (SBS)
         c. Scott Granberg-Rademacker will serve as co-chair
         d. Thank you was extended to Scott Page for serving as interim representative from the College of Education during 2007-08
         e. Thank you for continued service was extended to Mary Hadley (SET) and Terry Flaherty (AH)
   D. WIDS Initiative – Gerry Schneck
      1. Initiative was presented to General Education group and received mixed reaction on pursuing
      2. LTR has established a sub-committee
         a. Assumed web and instructor accessibility
         b. Training
   E. Policy changes 2007-08 – Pat Lipetzky
      1. Extended Learning permission to register increased from 12 to 16 undergraduate credits for class(es) taken off campus or online only
2. Certificates for certificate programs
   a. A formal process will be implemented by the Registrar’s office to send out “official” certificate that will be transcripted
   b. Students will need to apply for the certificate
   c. Available possibly Spring 2008; for sure by Fall 2008

V. New Business
A. Bachelor’s degree completion program - discussion
   1. Instructions about the process to create a new program were sent via email prior to meeting
   2. Process is beyond the skill set of extended learning staff; need faculty member to draft proposal that has expertise with MnSCU forms
   3. Edu Venture, Inc. has been contracted by EL to do needs assessment survey, regional generic degree
      a. Letters of support from area technical and community colleges have been received
   4. Compare to other MnSCU programs, cannot be duplicated exactly, identify a model (St. Cloud State University, aspiration institute)
   5. Credit for prior working experience shall not be a component because it will create too many barriers to couple with BS degree completion
   6. **Action item:** Call for faculty volunteers to develop a proposal for next academic year; Extended Learning will provide incentive salary for this work
      a. Queen Booker, Chair
      b. Bill Wagner
      c. Judy Luebke

B. Guidelines for Online Use of Course Materials – discussion
   1. Draft of 4/9/08 was sent out via email; intended to give guidance concerning the process for placing course material on electronic reserves or into the course management system
   2. Sub-committee lead by Dean Blackhurst developed guidelines
   3. To be located at [http://grad.mnsu.edu/copyright](http://grad.mnsu.edu/copyright) and link provided from D2L training
   4. Liability for University and faculty for not complying
   5. MnSCU wide issue / blanket license
   6. To be further discussed by LTR and Faculty Association
   7. Pursue a response next academic year by EL sub-meet

C. Leadership Academy – Scott Page
   1. Propose an Online Teaching Academy
   2. Model it similar to the current Leadership Academy lead by HR
      a. Application process
      b. Make competitive (award for best online course)
      c. Meet monthly (varied topics)
   3. Discussion
      a. Good idea
      b. Need for more resources than we currently have
      c. Community of Practice sessions have been poorly attended
      d. Online has stalled out; where do we go next
      e. Discuss to be continued next year
VI. Old Business – Updates
A. Update on College of Extended Learning proposal – Gerry Schneck
   1. Questions were raised at Faculty Association meeting in March, item tabled until their next meeting
   2. Proposed language changes submitted by Dan Cronn-Mills UCAP representative, for review
   3. Pat Lipetzky sent entire College of EL proposal with some rewording to EL sub-meet members
   4. Discussed at next FA meeting and approved unanimously
   5. Will be presented at the last meet & confer meeting this year
   6. Thank you all for your good work
B. Update on 7700 France – Pat Lipetzky
   1. Committed; negotiations concluded
   2. Lease contract being written at MnSCU
   3. Open August 1, 2008
   4. Courses have been scheduled for fall 2008
   5. Non-contiguous space, floor shared with Federated Insurance and a software company
C. Peer Review and Teaching with Technology – Judy Luebke
   1. Completed online peer review for 6 online courses this year; PR process was not complete until February; hope to do more next year
      a. Addresses some issues; quality methods
      b. Encourage faculty in all colleges to submit online courses for peer review
   2. Planning for November 2008 TnT conference is progressing
      a. Call for abstracts has been extended to May 14
D. Online Student Services – Marcius Brock
   1. Focus group needs to piece together top projects; prioritize

VII. Carry over items for 2008-2009
A. Bachelor degree completion program
B. Incentive funding
C. Evaluation and direction for online programs
   1. Online vs web enhanced defined
   2. Ensure quality of courses
D. Other items
   1. Peer Review process
   2. Increase enrollment (new students)
   3. Email any additional ideas to Pat Lipetzky

Adjourned: 3:00 pm

Submitted by: Pat Lipetzky & Gerry Schneck

**Next meeting: September 2008 (dates and times to be determined)**