

Extended Learning Sub Meet and Confer Notes
April 22, 2008

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: Marcius 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 Jesseman (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 transcribed
 - 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> 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)