

**Extended Learning Sub Meet and Confer
September 10, 2007**

Notes approved October 9, 2007

Attendance

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

Administrative Appointees: Pat Lipetzky, Bob Hoffman, Scott Johnson, Joan Roca, Marilyn Delmont

Ex Officio: Judy Luebke, Marcius Brock, Bill Wagner, Kathy Trauger, Theresa Schwartz

- I. Call to order
 - A. Pat Lipetzky called the meeting to order at 9:05 am.

- II. Change to the agenda
 - A. None

- III. Notes of 4-23-07
 - A. **Approved** as submitted

- IV. Introduction of members
 - A. Welcome by Pat Lipetzky
 - B. Those present introduced themselves and gave their affiliation to MSU
 - C. New members are VPs Marilyn Delmont and Bob Hoffman
 - D. Extended Learning Organizational Chart – New Staff
 1. Director Program Development, offer has been extended and accepted by Pamela Baker, starting late September or early October
 2. Faculty Fellow, Metro Area Recruiting, Bill Wagner
 3. Director, University Centers & Enrollment Management, Henry Morris

- V. Extended Learning Overview (documents sent via email prior to meeting)
 - A. Mission/Purpose
 - B. Extended Learning Goals 2007-2008
 - C. Summary of last year's activity
 - D. Enrollment Reports – Summer, Fall 2007
 1. Summer credit hours by college – reflects courses funded by each college or unit
 - a. Extended Learning places emphasis on online offerings for summer sessions
 - Advertised in school newspapers: Gustavus, Bethany, SCC
 - b. Summer online appears to be an area of growth
 2. Fall enrollment comparison include all online and off-campus courses funded by department and extended learning combined
 - a. Online grew by over 300 enrollments (Fall '06 vs Fall '07)

- VI. Business for 2007-2008 / organization of sub-groups
 - A. Enrollments – off campus, online
 - 1. Transfer, graduate – area of emphasis for all
 - 2. New online program conversion
 - B. Review and prioritize information from college reports 2007-2008
 - 1. Check for completeness
 - 2. Prioritize
 - C. Center Development – 169, I35
 - 1. 169 Center to open Fall 2008, site has not been determined yet
 - 2. I35 Center discussions continue
 - 3. Sub-group: Scott Johnson, Bill Wagner, Maureen Prenn
 - D. Transformation to a College of Extended Learning
 - 1. What does this mean and how does this fit into organization
 - 2. Sub-group: Marilyn Delmont , Bob Hoffman, Mary Hadley
 - E. Peer Review Process, eTeach
 - 1. Sub-group: Judy Luebke
 - F. Online Student Services
 - 1. Great need to better serve online students
 - 2. Sub-group: Joan Roca, Marcius Brock, Maureen Prenn, Paul Wyss
 - G. WIDS (Worldwide Instructional Design System)
 - 1. Software was evaluated last year
 - 2. Software will walk you through each phase/module
 - 3. Free 60 day download is available
 - 4. LTR recommended field test: General Education & Cultural Diversity courses
 - 5. Recommendations forwarded to Brenda Flannery, AA
 - 6. Sub-group: Gerry Schneck, Scott Granberg-Rademacker
 - H. Concurrent Enrollment
 - 1. Payment of MSU faculty mentors to be addressed
 - 2. Sub-group: Kathy Trauger, Terry Flaherty
 - I. Policies
 - 1. Admissions – add Life Long Learning category
 - a. Drafted
 - b. Review on behalf of EL sub meet: Terry Flaherty
 - 2. Articulation – AAS transfer
 - a. Drafted
 - b. Review on behalf of EL sub meet: Terry Flaherty
 - 3. Awarding of Certificates for Certificate Programs
 - a. Formal acknowledgement
 - b. Consistency
 - c. How are numbers counted for enrollment?
 - d. Investigation needed – Pat Lipetzky
 - J. Department incentives for online, off campus teaching
 - 1. Sub-group: Scott Granberg-Rademacker, Bill Wagner, Terry Flaherty
 - K. **Action:** list of sub-group assignments and expectations will be sent out via email to the committee

VII. Action Item

- A. Feedback and approval of survey for students enrolled in online summer 2007
1. Discussion
 - a. Clearer sense of time and days of week when classes should be offered
 - b. Class structure
 - Two – 5 week session (10 chats)
 - Intense – 2 week session (10 chats)
 - One – 8-10 week session
 - c. Question 8 – include Program
 - d. Question 12 – ok'd by Don Larsson
 - e. Length of survey
 - f. PSOL survey issued in late fall will cover broader issues
 2. **Action:** Revisions as suggested. Sent out ASAP. Results by next meeting in October.

Adjourned: 9:44 am

Submitted by: Gerald Schneck
Pat Lipetzky

Next meeting: October 8, 2007 at 9:00 am, CSU 202