

Extended Learning Sub Meet & Confer Notes September 30, 2008

Notes approved October 28, 2008

Attendance

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

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

Ex Officio: Judy Luebke, Kathy Trauger, Theresa Schwartz. Absent: Marcius Brock

Guests: Marni Dunning, Linda Jacoby

- I. Call to order
 - a. Scott Granberg-Rademacker called the meeting to order at 8:30 am

- II. Changes to the agenda
 - a. Bob Hoffman reported he will not have an update on the I35 Alliance, strategic meeting hasn't happened yet

- III. Introductions of Instructional Designers
 - a. Marni Dunning
 1. Office is located in IT services, provided business cards to those in attendance
 2. Working with faculty on new and existing online courses
 3. Providing D2L support
 - b. Linda Jacoby
 1. Office is located in IT services and reports to Stuart Ross, CETL
 2. She sees one of her key initiative is to help bridge the gap between faculty expertise and how it can be communicated to students to be successful; help them to see perspective from a different angle
 3. Overall course design
 - a) Face to face to online or blended environment
 - c. Appointments can be scheduled with Marni or Linda; they will collaborate with each other as needed

- IV. Information items
 - a. Enrollment report sent via email prior to meeting
 1. Summer 2008
 - a) Online enrollment continues to increase and off-campus remains fairly constant
 - b) Question – what % of online enrollment are non-MSU Mankato students coming to us from other colleges or Universities?
 - a. Extended learning does advertise in other college/University newspapers for summer session
 - c) Question – is the University offering more graduate vs undergraduate level courses in summer?
 - d) Question – what is the comparison to on campus summer enrollment?
 - a. Pat Lipetzky will check with Rollie Rowe, Institutional Research, for more details and report back at the next meeting

2. Fall 2008 – preliminary
 - a) Numbers are reported in a variety of ways, head count, credit hours, and enrollment
 - b) Off-campus Metro credit hours are comparable to last fall; non-metro offerings are mostly 100-200 level classes in rural areas and credit hours have decreased as more students participate in concurrent enrollment, creating less demand; all other credit hours represent National & International travel and have increased slightly
 - c) PSEO credit hours on campus have decreased slightly from last fall; Concurrent Enrollment credit hours have increased from last fall
 - a. HS faculty that teach CE classes must meet the standards and approval of the University department;
 - b. Students that participate in CE must meet the admission requirements of the University; there are no mixed CE classes offered, all students must be admitted to the University to participate
 - c. Application for national accreditation from NACEP will be sought after five years of program existence, University's program began the fall 2005
 - d) Non-credit enrollment is up compared to last fall. This enrollment represents numbers from across the campus and is reported to MnSCU
 - e) The EL enrollment management sub-group wants to review enrollment comparably to how Institutional Research reports its numbers to create consistency
- b. Overload restriction
 1. Scott Granberg-Rademacker reported that the Faculty Executive Board said a waiver is possible from administration, if it can be demonstrated that the course is needed for the program and that there is not anyone else capable of teaching the course

V. Business Items

- a. Intellectual Policy, academic policy was sent via email prior to meeting
 1. Who owns courses, scholarly work?
 2. Refer to Part 2; sub-part A; Scholarly Works - it states that the scholarly work belongs to the faculty member, unless an agreement, sponsorship agreement, or other condition described in sub-part B or sub-part C provides otherwise
- b. Procedure for Online Package Courses
 1. Discussed at length
 2. **Action item:** Pat Lipetzky will add additional language to clarify approval process by the department and the college and circulate the revision to committee members for review and comment

VI. Old Business

- a. Committee Reports
 1. Sub-groups should meet and be prepared to give a report at the next meeting
- b. 7700 France
 1. No report
- c. I 35 Alliance

1. No report
- d. Online student services
 1. No report

- VII. Other items
 - a. None

Adjourned: 9:33 am

Submitted by: Pat Lipetzky & Scott Granberg-Rademacker

Next meeting: October 28, 2008 at 8:30 am in CSU 203