Notes approved September 30, 2008

Attendance
*Faculty Association Representatives:* Gerald Schneck, Queen Booker, Debra Jesseman, Mary Hadley, Scott Granberg-Rademacker. Absent: Terry Flaherty, Paul Wyss
*Administrative Appointees:* Pat Lipetzky, Scott Johnson, Marilyn Delmont, Bob Hoffman. Absent: Joan Roca
*Ex Officio:* Jessica Schomberg; Marcius Brock, Judy Luebke, Kathy Trauger, Theresa Schwartz
*Guest:* John Banschbach

I. Call to order
   a. Pat Lipetzky called the meeting to order at 8:30 am

II. Changes to the agenda
   a. Remove “DRAFT” text from the top of agenda

III. Welcome & Introductions
   a. All attendees gave their name and affiliation with the University

IV. Overview of the College of Extended Learning
   a. Pat Lipetzky provided via email prior to meeting the Extended Learning mission & values; constituents; organizational chart; and the 2007-2008 year-end report
   b. There was no additional discussion of these items

V. Organization for AY 2008-2009 – Items for consideration
   *Carry forward items:*
   a. Proposal for Bachelor’s degree completion program, provide feedback, make recommendation to UCAP
      1. John Banschbach, English dept. was present and gave an update on the BS in Individual Studies proposal; provided a copy of the 6th draft, dated September 8, 2008 that he is developing with the review of Dean Jane Earley, Brenda Flannery and Dean Pat Lipetzky
      2. Discussion
         a) Broad major for students that have completed a two year program or have completed basic general education requirements at a four year college or university
         b) Offer major at off campus locations such as 7700 France, Owatonna College & University Center, on-site to employees; via ITV or online
         c) Need to add some education course choices, some graduate level leadership course could be scaled back to undergraduate level
         d) Scale back offerings, develop course rotation, incorporate with traditional majors
            1. Contact department chairs who have a presence at 7700 France to determine who would be interested
         e) Prerequisites, how will they be handled?
         f) Can a waiver be obtained for faculty to teach more than 5 overload credit within this major?
3. **Action item:** What kinds of jobs can people with this degree find?
   a) Supporting data needed for MnSCU form
   b) Pat will check with Career services
   c) Others?

b. Incentive funding for online
   1. Pat Lipetzky reported that they are still waiting for feedback from Senior Administration

c. Peer review process for online, web enhanced, web based, make recommendation to University - Judy Luebke
   1. Six courses reviewed last year, work closely with CETL
   2. Recommend that faculty have courses reviewed before they become a peer reviewer
   3. No cost, confidential
   4. **Action item:** Judy Luebke will email college reps requesting them to inform and encourage faculty from their colleges to participate

d. Enrollment Management
   1. High priority item
      a) Steady increases in online, PSEO/Concurrent Enrollment
      b) Off campus - metro enrollment is holding steady
      c) Off campus - rural enrollment is declining
   d) **Action item:** provide enrollment report by location, by program for next meeting

**New Items**

 e. Clarify terminology of online, web enhanced, web based, make recommendation to University
   1. Standardization
   2. MnSCU terminology may be causing some of the confusion
   3. Sub-group from last year (Judy Luebke, Marcus Brock, Paul Wyss) will continue to review and make a recommendation

f. College structure, develop policy on joint faculty
   1. College of Extended Learning cannot have tenured faculty only adjunct for fixed term
   2. Who covers PDP & PDR, is there protocol for faculty in multiple colleges?
   3. Sub-group: Scott Granberg-Rademacker; Scott Johnson; Mary Hadley

g. Develop policy on ownership of online courses
   1. Gerry Schneck reported that he paid instructors via his grant funding to develop specific curriculum material and they signed a contract stating ownership of the course belongs to the University
   2. **Action item:** Review Intellectual Property Policy - Scott Granberg-Rademacker

h. Review, revise, endorse package course guidelines
   1. Develop and recommendation of policy
   2. Problems, input is needed
   3. **Action item:** Pat Lipetzky will provide current guidelines for the next meeting

i. Forwarding of email
   1. Marilyn Delmont will add to LTR agenda and provide an update at the next meeting

j. Credit hour production and impact on departments, discussion, recommendation
   1. Tabled to be addressed at a future meeting
VI. Old Business
   a. 7700 France
      1. Pat Lipetzky reported that the grand opening ceremony for 7700 France site in Edina will be held Thursday, September 25, 2008 at 1:00 pm, tours and refreshments will follow the program
   b. I 35 Alliance
      1. Bob Hoffman reported that he is working with representatives from six communities (Lakeville, Northfield, Faribault, Waseca, Owatonna & Albert Lea) to develop partnerships with the University
   c. Online student services
      1. Marcius Brock reported that the Registrar's office hopes to be a part of a MnSCU pilot group to test a new software that will be able to deliver electronic certified pdf documents such as diplomas and transcripts to students
         a) FERPA compliant
         b) Compatible with current ISRS system.

VII. Other items
   a. Gerry Schneck reported that WCET will be hosting a WEBcast on what's around the corner in student authentication of distance education with the recent adoption to law of the Higher Education Opportunity Act of 2008
      1. Wednesday, September 24, 2008, 1-2 pm, ML 3012
      2. Discuss at LTR
   b. Debra Jesseman reported the Homeland Security limits the number of online course credits international students can take
   c. Two new University instructional designers will be scheduled to talk at the next meeting

Adjourned: 9:35 am

Submitted by: Pat Lipetzky & Scott Granberg-Rademacker

Next meeting: September 30, 2008 at 8:30 am in ML 3012 (note location change)