

Extended Learning Sub Meet & Confer Notes September 9, 2008

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 feed back 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, Marcius 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 on line 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 e mail
 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)