

University Extended Education Sub Meet and Confer
March 16th, 2021 - 11:00-Noon
ZOOM

Notes

- Review the Agenda
- Updates – 15 minutes
 - All Learning Counts (ALC)
 - Faculty Convenings Update
 - Human services schedule, March 26
 - Transportation and logistics, April 2
 - Business and services, April 8th – Kathy Richie will attend
 - Creative services, April 6
 - All faculty encouraged to attend. A representative from Family and Consumer Science will attend.
 - *Summer stipends will be available through the system office, for those who wants to work through the summer and develop more partnerships.
- Minnesota State Mankato ONLINE – a few updates
 - Online differential planning
- Discussion Topics – 45 minutes
 - Office Space Considerations
 - Edina-currently office space:
 - Private, Shared, Hotel and Individual office space.
 - Normandale:
 - Private, cubicles and a couple shared cubicle spaces.
 - Spending money on additional space is not an option.
 - Factors to consider:
 - Amount of face-to-face advising-Space for advising with option of closed doors
 - One-assigned/primary office space
 - Attention to when office hours are scheduled, around rush times. High demand for space tends to be within 2 hours before or after class. Students need a place to meet with advisor/faculty before class. Schedule office hours around class times.
 - At Normandale, busy times are between 3-6PM.

- Multiple members within same dept. be in office around the same time for collaboration.
- Full-time assigned in the Twin Cities
- Storage space/lockers for faculty at class site
- A way to quickly check in and out of hotel space?
- Christine: Conference room in the partnership suite is not optimal
 - Needs right equipment to connect to zoom & internet
 - Sharing and hoteling different. Not necessary to share space with another person and store things in office space if storage space is provided.
- FUSE Workspace concept: Design space for the work that is needed to be done. Collaborative space, advising space, private space.
 - Provide a variety of options to move in and out, depending on current work needs.
- Anne: Better use of conference room at Normandale.
 - Small telepresence unit on wheels, high demand by TCE, is there another telepresence conference room?
 - Normandale Partnership Suite is primary occupied by Mankato staff/faculty.
- Check for alignment between posted office hours and office space? Faculty office hours?

*Will come back to this topic and share a list for review...

- Return to Learn (RTL) – Spring Survey Results/Discussion
 - Survey
 - Demographics
 - 60% of students have a dedicated study space.
 - Those without a study space are more likely to report lack of friendships, infrequent use of camera during class, infrequent notetaking, and not having an established study routine.
 - 89.5% have their own computer
 - Most utilized campus resources: Library and Advising
 - 1/3 of students don't have consistent access to high-speed internet.
 - Less likely to be connected to friends. Less likely to be comfortable on camera, less likely to use their camera. Less likely to have strategies to stay on task. Less likely to ask questions, attend office hours, regularly check D2L and attend class regularly.
 - 70% of students are employed.
 - 24% are caregivers. 10% have children.
 - 11% don't have a friend to support them.
 - Online Engagement according to students:

- Few instructors are using calendars.
 - 34% of students don't turn on cameras during meetings
 - Those that do, nearly 50% are required by the instructor.
 - Not turning on a camera is connected to:
 - Not feeling comfortable
 - Not seeing it as necessary
 - Not having an incentive to do so.
 - What students are seeking:
 - Assistance with time management, planning, organization.
 - Better support from and communication with instructors.
 - Resources for challenges with mental and financial health
 - Student Focus Group
 - Students want clear expectations.
 - Consistent messaging.
 - Access to resources.
 - Faculty Focus Group
 - Classroom engagement
 - Technology adjustments to meet pedagogical needs.
 - Establish expectations for teaching and learning for a consistent experience.
 - Examine ways to build compassion.
- *For the full survey report, reach out Brooke.*

- Revisit taking out fees for mental health.
- Questions to think about:
 - How to create an environment where students feel supported?
 - How do we help students re-enter the classroom and have face-to-face conversations again?
- Instructional design of courses
 - **Discussion boards held every week to discuss board questions and encourage student engagement.**
 - Having introductory bios leads to conversations.
 - Class schedule that matches syllabus.
 - Student support is being added to the top of D2L.
 - Calendar in D2L can be very helpful-all faculty should use it.
 - D2L can be redesigned or customized to work for different classes.
 - Will see improvement in D2L
 - D2L support links will be moved to top vs. all the way at the bottom.

All improvement tips will be shared at the faculty development team for all of MN State Mankato ONLINE instructors.

- Next meetings –
 - Tuesdays 11:00-Noon
 - April 20th

Notes to the last UEE sub meet and confer –

[Notes from 2/16/2021](#)

NOTE: This meeting will be recorded for the purpose of notetaking accuracy since connections can be lost.