

**Extended Learning Sub Meet & Confer
Notes
September 28, 2011
CSU 202**

Attendance

Faculty Association Representatives: Danae Quirk Dorr, Roland Nord, Judith Luebke, Bill Wagner, Peg Lawrence, Deborah Jesseman

Administrative Appointees: Bob Hoffman, Ed Clark, Walter Zakahi, Absent: Joan Roca

MSUAASF Representative: Absent: Christopher Mickle

Ex Officio: Becky Copper, Tressa Roehm, Cynthia Hanson, Sharon Evans. Absent: Jean Clarke

- I. Call to order
 - a. Becky Copper-Glenz called the meeting to order at 3:00 PM
- II. Welcome and Introductions (Quirk Dorr)
- III. Approval of the notes from last meeting, April 20, 2011 (Copper-Glenz)
- IV. Changes to Agenda (Copper-Glenz)
 - a. None
- V. Announcements & Information
 - a. Extended Learning Department Missions and Goals (Copper-Glenz)
 1. To provide nontraditional offerings to a diverse environment
 - a) Provide infrastructure and support
 - b) Increase enrollment
 - c) Partnerships
 - b. Review charge/purpose of EL Sub Meet and Confer (Quirk Dorr)
 1. "The purpose of the Extended Learning Committee and Sub M&C is to provide advice to the Dean of Extended Learning in matters pertaining to Extended Learning. The committee activities include reviewing and recommending Extended Learning policy & procedures, reviewing differential tuition requests for undergraduate programs, and facilitating the work of Extended Learning." – from IFO documentation
 - c. East Metro update (Copper-Glenz and Hoffman)
 1. 7700 France had 10 classrooms and is currently expanding to 19 classrooms. Permits are already approved. Waiting on minor approvals, fire escape checking, etc. They should be complete in December.
 - a) It was noted that last year was a good year at 7700 France and that the numbers are flat, about 8200 credit hours. This is about 2/3 of the off-campus credit generation.

2. ITV – Three (3) on campus, two (2) conference-sized rooms, one small room, one in Edina. After a full classroom is completed, it will be set up with ITV, for two (2) ITV rooms total. Rooms are available until 10 p.m. The prospect of using ITVs to offer music courses via telepresence, instead of paying music instructors to travel to Mankato was discussed.
 - a) By January 1st, there should be two telepresence systems. Both campus seating is limited, but it will be better.
 - b) It was noted that there is interest in training and how it can be used pedagogically.
3. Bob Hoffman has a meeting with 3M to look for partnerships, which will be discussed throughout the year.

d. Proposal for distribution of the online differential. (Copper-Glenz)

1. Roland Nord reminds EL Sub Meet and Confer to not lose sight of encouraging 100% online programs.
2. Concern over how Academic Colleges will use and distribute these dollars was expressed.
 - a) Extended Learning provided a report detailing the “to date” online differential distribution details
 - b) Online Differential Distribution Model – “Planning and Reporting on Use of Differential Tuition” was distributed.
 - It was noted that Fixed Term Faculty and Probationary Faculty should be included on the list of examples and it should be placed at the top of the list.
 - Concern was expressed over current challenges in using these funds for probationary faculty. There was interest in whether there would be a way to carry over the money with the commitment for what it will be used for. But, this is not currently supported by Academic Affairs.
 - It was agreed that this Model is something that we continue to look at and revise.
3. The Sub-meet supports that this proposal (25% to College of Extended Learning and 75% goes to Academic Colleges – all based on number of online credit hours generated) moves forward.

VI. Proposal from Walter Zakahi to have a full-time fixed term advisor for 7700 France

1. Using additional money for possible adjunct faculty members, or additional faculty members, instead of useless trainings.
2. Eliminate the need for department chairs driving up to Edina for advising, which is the case now.

3. Fix-term added to guidelines for online differential tuition, or perhaps a probationary faculty member.
4. Currently have it listed at re-evaluation in two (2) years.

VII. Topic ideas for future meetings (Quirk Dorr)

1. Have Julie Snow provide us with an update on disability related news in relation to online and off-campus students.
2. Discuss the needs/market for active military and veterans for online and off-campus programs
3. Lifelong Learners – define and look at challenges they experience and how EL may be able to assist
4. Regulations for online programs – how will we inform programs and what do we need to know?
5. Updates on 7700 France Build out when it is complete
6. Review student survey results
7. Discuss new technologies and new virtual opportunities
8. Continuing Education – goals in Extended learning, New Virtual CE opportunities such as webinars
 - a) Who is doing it and how do we do it?
9. Challenges for nontraditional students – how to minimize and alleviate
 - a) The need for student services was noted.
10. Others: Assessment of Quality in Teaching (Leubke)
 - a) How can we provide faculty with this option in a way that is not separate from the institutions system?

VIII. Note that courses start after semester starts for students who did not get enrolled on time.

1. Suggestion of student success courses to keep students on track.

IX. Identifying the need for programs, informing the colleges about the need and discovering what we can do to be successful in accomplishing the need.

X. Assessment of quality and need for programs, student satisfaction, quality of course, and material provided in course

XI. Package course update.

Meeting adjourned at 3:02 p.m.

Submitted by: Danae R. Quirk Dorr & Dean Becky Copper-Glenz

Next meeting: Wednesday, November 2, 2011 at 3 pm in CSU 203