

**Extended Learning Sub Meet & Confer**  
**January 19, 2011**  
**CSU 203**  
**Notes**

**Approved** \_\_\_\_\_

**Not Approved** \_\_\_\_\_

Attendance

*Faculty Association Representatives:* Roland Nord, Bill Wagner, Danae Quirk Dorr, Jessica Schomberg, Brenda Flannery, Deborah Jesseman, Yvette Dulohery

*Administrative Appointees:* Mark Johnson, Joan Roca, Bob Hoffman. Absent: Walter Zakahi.

*MSUAASF Representative:* Chris Mickle

*Ex Officio:* Becky Copper, Linda Jacoby, Marcius Brock, Theresa Schwartz.

- I. Call to order
  - a. Bill Wagner called the meeting to order at 3:02 pm
  
- II. Welcome
  
- III. Approval of the notes from December 1, 2010
  - a. There were no additions or corrections suggested; motion was made to approve the notes as distributed. **Action Item:** Motion passed.
  
- IV. Changes to Agenda
  - a. Roland Nord asked for a response from VP Hoffman regarding the draft online package course procedure from the fall 2009.
    1. VP Hoffman reported that he has referred it back to Acting Provost Anne Blackhurst, Academic Affairs and she has taken it back to the Council of Deans for their recommendations.
    2. The next step will be to review it with VP Straka based upon CoD recommendations.
    3. IFO membership asked that an update be given at the next EL sub-meet committee meeting in February 2011.
  
- V. Announcements & Information
  - a. Expansion of 7700 France – VP Hoffman
    1. VP Hoffman reported that there will be an additional 14,000 sq ft available on the same floor at 7700 France in Edina; the property manager has offered the space to be leased at \$7-8 less than we are currently paying on our existing space (12,300 sq ft) for this new proposed space.
    2. The proposed space will offer more offices and possibly 4 more classrooms. The cost of the space build-out has not been determined.

3. There are two (2) more years on our existing lease and then the rate for the existing space would be reduced for three (3) years through 2016 to the lower lease rate negotiated for the proposed new space.
  4. VP Hoffman is working on a business plan with VP Straka and they will meet with President Davenport next week.
  5. This is being considered due to the fact that the Woodbury space being considered by Century College may not come to fruition. There is a need for more space in the metro area for MSU, Mankato.
- b. Meeting with Faculty Association Executive Committee – VP Hoffman
1. VP Hoffman reported that he met with the FA Exec Committee to provide rationale for filling the Dean of Extended Learning position for AY 2012.
  2. The position description language for requisite education was changed to require the hired candidate to have their terminal degree completed by their start date.
- c. Update on Dean's search – VP Hoffman
1. Due to the fact that there are currently several searches in progress and 2-3 of these will be completed soon, it was decided to wait to open the national search for the Dean of Extended Learning until mid-February 2011.
  2. Dr. Warren Sandmann, Associate Vice-President for Academic Affairs will chair this search.
- d. Report of how Extended Learning is using Online Differential dollars – Becky Copper
1. Becky Copper reported the following breakout of the online differential dollars
    - a) 40% for online program development
    - b) 15% for market research, working with departments to gather information on areas to explore
    - c) 20% for faculty/staff technology resources (shared cost of Atomic Learning models with ITS)
    - d) 15% for services units such as ITS (D2L), Distance Library, and Disability Services
    - e) 10% for faculty development, currently working with a work group on how to allocate these dollars to faculty
    - f) A more detailed report will be presented at a future meeting.

2. Becky Copper recommended that moving forward that a share of the Extended Learning's allocation be dedicated annually to the service units that specifically service 100% online learners. (ITS, Distance Library, Disability Services to ensure there is compliance with ADA)

VI. Order of Business

- a. Discuss article that Roland Nord distributed at the last meeting regarding changes in regulations for online programs and what it means to MSU, Mankato
  1. Roland Nord reported he and approximately 500 other participants signed in for the free webcast held December 7, 2011, "Clarifying New Federal Regulations on State Approval for Distance Education" conducted by Fred Sellers, Senior Policy Analyst with the US Dept of Education and author of these regulations.
    - a) Requirement: "If an institution is offering postsecondary education through distance or correspondence education in a state in which it is not physically located, the institution must meet any State requirements for it be legally offering distance or correspondence education in that State."
    - b) This means that, in order for us to continue to legally offer (so that students qualify for federal financial aid) our online programs in states outside of Minnesota, we will need to seek approval of every state in which we currently offer or plan to offer our online programs.
    - c) This affects all public & private institutions
    - d) Timeline for states & institutions to comply is July 1, 2011
    - e) Discussion items
      - Can we afford to do this?
      - How do we organize a response?
      - We don't want to be caught unprepared.
      - What is MnSCU doing?
        - Becky Copper reported that we are waiting for a response from MnSCU to a request sent in mid-December to **Manuel López** (*Associate Vice Chancellor for Learning Technologies and Programmatic Innovations*)
        - She is meeting Warren Sandmann, Assoc VP of Academic Affairs next week.
        - She is meeting with the other 4 year MnSCU universities on January 27 and she will find out what the others are doing.
        - Next step: Becky & Warren will communicate with the campus community when they have some answers.

response from the MnSCU office and there is no other plan after the discussion with the other 4 year MnSCU universities.

b. Discussion of Student Service issues – Becky Copper

1. Update tracking of 100% on line students

- a) Becky reported that a solution to tracking 100% online students with unique major codes is being developed after working with Lynn Akey, Institutional Research and Marcius Brock, Registrar
- b) Work has begun with the departments to assign these online major codes.
- c) Separation is needed for programs that offer F2F and an online option.
- d) These additions should have no negative impact on record keeping at the university. This will allow queries and reports to be generated based upon these online major codes.
  - These reports may not be perfect and there will be gray areas, but it will give us some direction and results to some of the questions we have not had been able to answer in the past.
- e) Discussions will be held with the admissions office about placing students in these major codes.

2. Processing map outlining the new student experience for online and off-campus students

- a) Becky reported that she is working on something visual to bring to the next meeting. The process starting with student calls, application, admission, registration, attendance through graduation.
- b) There is a need for students who have been accepted into an online or off-campus program to receive communication sooner about such things as the online orientation and registration process.
- c) The process will help to identify other service areas that can assist these learners and help connect them in a timely manner.
- d) Julie Snow from Disability Services will be on the agenda for next month to address ADA requirements and access for online learners with disabilities.

c. Open up consideration of work on Continuing Education – Bill Wagner

1. Bill Wagner proposed discussion on how we might move ahead to develop a strategic plan to capture “training specific” continuing education markets.
  - a) Discussion items
    - Becky Copper reported that a strategic plan has been developed for Continuing Education by the College of Extended Learning.
    - It was suggested that a proposal be submitted for an allocation of Strategic Priority Funds to grow and enhance continuing education.
    - It was suggested the continuing education materials be reviewed on a regular basis to meet current market needs.

VII. Other items

- a. Roland Nord proposed that the committee re-address the distribution formula of the online tuition differential at the next meeting.
  1. Review what was agreed upon; do we need to make changes?
  2. Is this the Extended Learning sub-meets domain?
  3. Submit a recommendation to Academic Affairs.

Meeting adjourned at 4:10 pm.

Submitted by: Bill Wagner & VP Robert Hoffman

**Next meeting: Wednesday, February 9, 2011 at 3 pm in CSU 203**