

**Extended Learning Sub Meet & Confer
Notes
February 9, 2011
CSU 203**

Approved _____

Not Approved _____

Attendance

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

Administrative Appointees: Mark Johnson, Joan Roca, Bob Hoffman 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 January 19, 2011
 - 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. Bill Wagner asked Becky Copper to give a brief explanation regarding the Sloan Consortium institutional membership
 1. Becky reported the membership promotes online teaching and learning, is open to all faculty & staff.
 2. You can view articles, receive updates and information from Sloan C by registering and creating a user account; refer to the email that was sent to you on February 8 from Becky Copper.
 3. Discounted publications, training workshops and conference sessions are also available.

- V. Announcements & Information
 - a. Where is the university in the "package course" discussion?
 1. VP Hoffman reported that he had talked with Roger Severns, Faculty Association President, and was told that package courses are being reviewed at the state bargaining discussions. For now, the university will have to sit tight and see where the negotiation goes.
 2. Lynn Akey, Institutional Research, is preparing some data to help determine the number students who pay banded tuition that enroll in online package courses, as well as, the number of students paying banded tuition that enroll in courses offered at 7700 France and on the main campus in Mankato.

3. VP Rick Straka sees this as a revenue challenge for the university to return revenue back to the colleges after clearing overhead for administration.
4. Extended Learning currently is the only college authorized to use operational funds to offer online package courses (courses that are part of 100% online programs); this practice will continue until the university adopts an alternate practice regarding package courses.

b. Budgeting the Online Differential Tuition

1. Bill Wagner opened the discussion asking: Is it the EL sub-meet's charge to do determine the budget distribution? He feels that this committee could make a recommendation to the budget sub-meet for FY 13. (The current distribution model is in effect through FY 12.)
2. Becky Copper distributed a copy showing an overview of how the online differential dollars allocated to Extended Learning in FY 11 have been spent to-date. On the backside, are the projected spending allocation for spring 2011, these are estimates, decisions & details are still pending.
 - a) Becky also reported that due to the pending new federal regulations for online programs, some dollars will need to come from the online differential monies and this estimate has not been reflected on this hand-out.
3. The dean's have until May 2011 to submit their report to Academic Affairs on their use of the allocation of online differential dollars for FY 11.
4. It was clarified that the FY 12 allocation will include 3 terms (summer 2010, fall 2010, and spring 2011) of online differential dollars after the reductions for MnSCU chargeback and tuition waivers. The FY 11 allocation was only 2 terms (fall 2009 and spring 2010).
 - a) When will colleges receive their FY 12 allocation, or at least an estimate so planning for the FY 12 monies can begin? This year the monies were not distributed until October.
 - b) This is a question for VP Rick Straka in the Finance & Administration office.

VI. Order of Business

a. Report on Disability Services and Online Classes

1. Julie Snow, Director of Disability Services spoke to the committee about the ADA Title II Self-Evaluation and Transition Plan Process that MSU Mankato has started this spring.

2. Access to online courses, course management systems, and all things digital is a requirement of the ADA (The Americans with Disabilities Act) and will be a component of the Self-Evaluation process.
3. Julie cited several examples of past and pending law suits that have been filed at other colleges & universities because online courses have not been accessible.
 - a) Concerning, we must be prepared to meet the needs of potential instructors and students with a range of abilities and disabilities.
4. Dr. Jane Jarrow visited last week and provided instructional sessions on ways faculty can ensure their online and digital curriculum is accessible to students with disabilities.
5. Two hand-outs were distributed. "Real Connections: Making Distance Learning Accessible to Everyone" and the other "Accommodating Students with Disabilities in Online Learning: Access is EVERYONE's Responsibility" gave an overview of 10 modules available to MSU Mankato faculty, staff and administrators for one year. Request a user name and password to gain access, by sending an email to Julie Snow.
 - a) Content from these modules can be shared with students during these 12 months.
 - b) These modules are a resource and only the first step in a long journey, there are no simple answers it will be a complex process.
6. This will need to be a collaborative effort between faculty, Disability Services and IT
7. The short term goal is to get up to speed, then find a strategy to get ahead and finally develop a long-term comprehensive plan.
8. Trainer will be coming back in March to give feed-back and provide training to the web designers. IT web designers can share this with the campus community.
9. Bob Hoffman conveyed many thanks to Julie.

VII. Enhancing Continuing Education – Bill Wagner

- a. Bill Wagner posed a question to the faculty membership. Is continuing education/professional training an important thing to do? Is it important to the community and the university? Discussion.
 1. Yes , but due to cut-backs, there is no extra time for faculty to do CE/PT. Where are the resources going to come from?
 2. University will not always be where we are today. Is there a need to develop an approach for the future?

3. Big Idea Series, College of Business, connecting with regional sponsors (such as Greater Mankato Growth, Mankato Free Press, etc.) to help with cost, working with EL on brochure and website and registration, bringing an outside speaker on March 22 to campus. Free to faculty/students/staff, minimal charge of \$15 to business professionals.
 4. School of Nursing using some of the online differential monies to develop online CE modules using Moodle. EL will process CE certificates. Monies generated from registration will be dedicated to the development of future online CE modules.
- b. Becky Copper distributed a copy of the Continuing Education Strategic Plan for the College of Extended Learning outlining objectives and strategic initiatives.
1. EL can help. We want to increase our visibility and meet with dean's and department chairs to help them understand what service(s) we can provide.
- c. New Policy on Continuing Education Registration is under review
1. Official records of participation in continuing education activities, regardless of whether or not CEU's have been awarded, will be recorded through the College of Extended Learning.
 2. The College of Extended Learning is recognized as the central reporting unit for Minnesota State University, Mankato by the Office of the Chancellor.
- d. Bob Hoffman reminded the committee that registrations need to be recorded via the College of Extended Learning whether EL helps or not to ensure all university offerings are reported accurately to the Office of the Chancellor.

VIII. Other items

- a. None

Meeting adjourned at 4:00 pm.

Submitted by: Bill Wagner & VP Robert Hoffman

Next meeting: Wednesday, March 16, 2011 at 3 pm in CSU 203