

Extended Learning Sub Meet & Confer
Notes
November 3, 2010
2:00-3:15 pm
CSU 203

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, Walter Zakahi

MSUAASF Representative: Chris Mickle

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

Other attendee: Jean Clarke, Coordinator of Continuing Education

I. Call to order

- a. VP Hoffman called the meeting to order at 2:03 pm

II. Welcome

III. Approval of the notes from October 6, 2010

- a. Noted that Chris Mickle did attend the October 6 meeting but his name was not included in the attendance section on the copy that was sent prior to today's meeting. The notes will be changed to reflect this addition. There were no other additions or corrections suggested; motion was made to approve the notes as distributed. Motion passed.

IV. Changes to Agenda

- a. None

V. Announcements

a. Woodbury developments

1. VP Hoffman reported that discussions are in progress with Century College about an opportunity for MSU, Mankato to collaborate with them to offer classes in Woodbury.
2. Century College is negotiating to lease approximately 30,000 sq ft in the area of 694 & 94. Century College would support and staff the site.
3. MSU, Mankato would sub-lease space from Century College and offer 3-5 classes at the site each semester based upon the level of interest.
4. There are 5 other non-MnSCU schools in the area.
5. Target opening date: Fall 2011
6. VP Hoffman reported that he will be meeting with the executive VP from 3M, which is just down the road, to get a feel for their interest and needs.

b. 7700 France

1. VP Hoffman reported that 7700 France should exceed 6,000 credit hours 2010-11; approximately 2,000 enrollments with an average of 3 credits.

- a) Tuition generated in 2010 was approximately \$1.7M
- b) Tuition generated for 2011 is projected to be approximately \$2.2M
- c) After estimated operational and faculty expense is projected, excess revenue could be approximately \$100,000
- d) Working on a model similar to the summer school plan with colleges.

c. Job description for Dean's search

- 1. VP Hoffman reported that there will be a national search for a Dean in the College of Extended Learning; anticipated start date of July 1, 2011.
- 2. He will distribute the job description to the sub-meet membership in the next few weeks asking for comments.
- 3. The focus for the position will be to grow new audiences through distance learning, 100% online programs, adult learners, continuing education / customized training (credit & non-credit)
- 4. Becky Copper is in the final year of her fixed-term position as Director of Distance Learning expiring on June 30, 2011. This position will not be filled.
- 5. Roland Nord asked about online moving back to Academic Affairs.
 - a) Becky Copper commented that online programs would be managed within the departments and academic colleges.
 - b) Extended Learning would assist with infrastructure, marketing and student services related to 100% online programs.

d. Package course policy update

- 1. Bill Wagner reported that after conversations with Malcolm O'Sullivan, the deadline has passed for this academic year to submit a policy for online package courses.
- 2. Bill further explained that he shared with the Executive Committee Faculty Senate the pie chart; there was general agreement that online package courses guidelines should be integrated into the broader overall University discussion of the planning process for online. He feels this is a bigger issue than can be addressed by the EL sub-meet membership; the current guidelines will need to be continued as they are until recommendations and approvals for change have been implemented.
- 3. Issues that may need to be looked at the University level.
 - a) Identify what isn't working.
 - b) IFO contract clarification on package courses. The current 2009-2011 IFO contract language reads as follows from **Article 10, Section A, Subd 6. Miscellaneous Instructional Categories**. Faculty members providing packaged courses or correspondence courses approved by the

President/designee shall be compensated at the rate of sixty-five dollars (\$65) per credit hour per student.

c) Why is EL the only college authorized to offer online package courses?

- There is nothing that restricts requests for approval to offer package courses being submitted to the President/designee from others based upon the current language in the IFO contract.

d) Can academic colleges offer online package courses, what would it look like?

e) Do academic colleges have the resources to pay instructional salary at the package course rate?

4. Roland Nord proposed that this issue be tabled for now until administration makes a decision. He did ask again about what happened to the package course procedure that was presented and recommended by the EL sub-meet last year to be moved forward, as articulated, in the University meet & confer process.

a) No one could recall that it ever went to full meet & confer.

b) **Action item:** VP Hoffman will check into this matter.

VI. Order of Business

a. Continuing Education

1. Report on EL activity in the area of continuing education.

a) Becky Copper introduced Jean Clarke, Coordinator of Continuing Education to give an overview.

b) Jean distributed a handout to the group that explained continuing education, who can offer continuing education options, and the definition of continuing education units. She gave a brief explanation of each topic area.

- The College of Extended Learning is responsible for all official reports to the MnSCU Office of the Chancellor and other public/university system leaders for continuing education activity at MSU, Mankato.

- There are many continuing education opportunities being held that are not being reported through the EL office, how can we bring more visibility internally to expand continuing education?

Ø In FY 10 MSU, Mankato reported non-credit enrollment of 4,352, this is the second highest of the 4 years schools. Only St. Cloud State had more, they reported 34,354. (The President at St. Cloud State has mandated that all CE be run through their Center for Continuing Studies.)

ØEL can work with departments/colleges to help organize their events to ensure that the proper reporting is implemented.

ØThis information demonstrates how MSU, Mankato is reaching out to the community at large to provide educational opportunity to the incumbent workers in our area of the state.

ØThe Office of the Chancellor gathers all CE information from ISRS in the future they will be considering this information when allocations are distributed to colleges & universities.

ØEL is among the first group of MnSCU schools that is implementing new software (mandated by the Office of the Chancellor) that can provide online registration and payment for students enrolling in CE workshops, conferences, etc. that will be used system wide by fall of 2011.

2. Discussion

- a) The definition of CE is very broad.
- b) It would be helpful to cite examples to help bring clarification.
- c) Work with some service unit's on-campus to help alert EL of CE activity such as CSU Scheduling Office, Cashier, Student Union Office for information on posters approved for bulletin board postings.
- d) Organize a small workgroup of EL sub-meet members to work with EL to define what qualifies as CE, develop a plan on how to communicate services to the University and reach new markets.
- e) Work with Dean's offices to develop a reporting procedure.

VII. Other items

- a. 7700 France (focus of December 1, 2010 meeting)

Meeting adjourned at 3:02 p.m.

Submitted by: Bill Wagner & VP Robert Hoffman

Next meeting: Wednesday, December 1, 2010 at 2 pm in CSU 203