

Extended Learning Sub-Meet and Confer Committee
Faculty Association Representatives

Unapproved Minutes of August 22, 2006 Meeting

Present: G. Schneck (CAHN/Faculty Co-Chair); M. Hadley (SET); T. Flaherty (AH); P. Wyss (Lib); M. Prenn (Educ); Q. Booker (Bus)

Absent: P. Granberg-Rademacker (SBS)

Meeting: Called to order at 9:00 a.m. by Faculty Co-Chair G. Schneck. The meeting was held during the FA Retreat at Old Main Village.

Agenda: 1. Both new and returning members were introduced and identified by the College that they represent. Three new members to the Extended Learning Sub-Meet & Confer were present: Terry Flaherty (who will be completing the last year of Kathy Hurley's appointment as Arts and Humanities Representative; Maureen Prenn as representative of Education; and Queen Ester Booker as Representative of Business. Returning members were: Paul Wyss (Library); Mary Hadley (Science, Engineering, and Technology; and Gerry Schneck (Allied Health & Nursing).

2. Old Business:

a. Copies of the final report of 2005-2006 accomplishments for the Extended Learning Sub-Meet & Confer were distributed. GS mentioned that some of the highlights addressed much needed decisions and steps toward addressing the many concerns of Extended Learning: PSEO program approval and changes; establishing in-state resident tuition (UG and Graduate) for persons living out-of-state who are taking only on-line courses through EL (was approved and took effect during the current semester); development of EL Sub-Meet Mission Statement; awarding of two new grants for development of online programs and for 2 existing and previously funded programs which needed additional support to finish the remaining portions of the program not covered by their original funded project.

b. Development of EL Sub-Meet & Confer goals and objectives were identified as being one of the first order's of business for the EL during the new academic year (2006-2007).

3. New Business:

- a. Web Accessibility for All (UW-Madison; Center for Work and education): GS distributed a packet of information to each faculty member regarding the federally funded project products developed for post-secondary/higher education institutions that lays out a plan for development of campus-wide understanding and plan for making all web-based offerings and electronic documents accessible, to meet the needs of students and others with special learning needs. Section 508 of the Rehabilitation Act and the various barriers that electronic documents and web pages present that interfere with learning were identified. GS has ordered 40 copies of these materials, which are being distributed to selected administration, staff, and faculty members who are involved with online learning and use of electronic documents in instructions. Included in this group are: President Davenport; VP Scott Olson; Interim VP Bryan Schneider (ITS/ETS); Ted Johnson and the Web Development, D2L, and Multi-media development staff in ITS/ETS; members of the Extended Learning Sub-Meet; the co-chairs of the Learning Technology Roundtable; Faculty Chairs of other standing committees (e.g. General Education; Graduate; UCAP); and lead faculty with existing or developing online programs. Based upon accreditation feedback that the Rehabilitation Counseling program received during last year's site visit and final report, web pages for the program and others at MSU, Mankato (which were all converted to the new template) only meet W3G and Section 508 standards at the very basic level (Level 1) but are required to meet the highest level (Level 3). RC program has until April 1, 2007 to bring their webpages up to Level 3 standards. Section 508 requires that all higher education institutions receiving federal funding have full access for current and future students with disabilities to web-based courses and information, as well as any electronic documents that are used in face-to-face courses. Accompanying CD-ROM resource disks have not been received as yet, but will be distributed upon being received by GS.
- c. WIDS (Worldwide Instructional Design System): GS distributed information regarding this software that was recommended by Elena Ivancova (sp), who was the Instructional Designer in ETS last year, which allows development of individual course and program documents (including syllabi, summary of program requirements, etc.) that are consistent in layout and content. The software aids the developer(s)/faculty member(s) in development of curriculum that has specific measurable outcomes for general and specific knowledge, skill, ability(ies) application, which are then tied to methods of assessment and overall program outcomes. The packet included both print documentation and a demonstration disk that allows the user to load a mini-program on their own computer and which then can be used to develop course or program information using many of the tools included and thus, familiarizing the user with the capabilities of

WIDS. Currently, South Central College and 7-8 of the other community colleges within MnSCU, are using WIDS, with SCC being one of the showcased programs on the WIDS website and in their informational material. Dean Lipetzky and GS will be working at bringing Lynn Graves, who is the supervisor for WIDS usage at SCC, in for an Extended Learning Sub-Meet meeting to further assist the members in understanding its benefits and any limitations. GS stated that it is his view that with the many new faculty (as well as some more senior faculty members) come into teaching with not much back grounding in curriculum development and adjunct faculty used in both on-campus and extended learning courses, it may be very important to provide a consistent manner in which course content & syllabi can be developed, particularly in addressing the accreditation standards of the Higher Learning Commission (HLC) and individual program accreditation groups. Copies of these materials and the demo disks will be distributed to many of the selected individuals that were already identified to receive the Web Accessibility for All packets.

d. Time and day availability was requested from members so that Fall semester meetings could be scheduled and announced quickly.

4. Old Business: None

5. Adjournment: The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Gerald Schneck
Faculty Chair, EL Sub-Meet & Confer