

2/24/17 COLC Monthly Meeting

Friday, February 24, 2017

Agenda:

- Annual event update
 - Need volunteers
- Proctoring update
- Small group updates (if have updates)

Discussion:

- Annual event update
 - Overview of event agenda
 - Request for volunteers
 - Review group activity
 - Leave doors open during test kitchen? Open 30 minutes before the event starts.
 - Students able to attend? Yes students can attend.
- Proctoring Update
 - Reviewed proctoring summary on IT@Cornell website
 - Will be adding as a subpage to the Resources tab of the COLC website
 - Proctoring will be available for anyone at Cornell, not just instructors
 - Can use as a one off situation
 - Diane will send out the IT@Cornell site link to everyone.
- Small group updates
 - Faculty & Staff Training - had a lively meeting on this week with good representation from across campus. Brought everyone up to date on the knowledgebase and the survey. Had a good discussion about ideas and concerns people were having. General feeling that even without direction from administration, we still need to move forward and discussed how to do this. Some suggestions: state of online learning at Cornell (describe what the units are doing on an annual basis), gathering information on what faculty and staff need (consider running focus groups). The training group is looking for information on pain points and specifically what people need help on. Feedback from people around campus is that we need to directly ask questions in person not use surveys. People coming to the training meetings are looking for a space to voice questions and concerns. They are speaking on behalf of their teams and have been trying to find resolutions.
 - Can add 2 questions to the post-event survey regarding this.
 - After the event should discuss how to collect the data we are getting in the small groups. Perhaps we can look for overlap across groups and talk about how to address things that come up in the monthly meetings.
 - Heather will share link to last year's post-event survey with Camille and Kim because it has useful information as a starting point.
 - No other small group updates.

Action Items:

Item	Who	When	Status
Send out the IT@Cornell site link to the Proctoring summary.	Diane	By Fri 3/10	Complete

Add 2 questions for the Faculty & Staff training group in the post-event survey.	Planning Committee	By Fri 3/17	In Progress
Revisit how to collect the data we are getting in the small groups. Perhaps we can look for overlap across groups and talk about how to address things that come up in the monthly meetings.	All	By next meeting	Not Started
Share the link to last year's post-event survey with Camille and Kim for their data collection.	Heather	By Mon 3/13	Not Started