

# 1/25/17 COLC Monthly Meeting

Monday, January 23, 2017

1:00 PM

## Agenda:

- Annual event update
- Small group updates
- Faculty & Staff Training work - overview and how this group can help
- Identify areas of overlap in work and how to address

## Discussion:

- Annual Event Update
  - Should get quotes from administration and faculty. Can mashup and play during test kitchen.
    - DH will work on getting something for ILR. (ACTION ITEM)
    - Nancy will work on getting something for SHA. (ACTION ITEM)
    - Diane can get a quote for Julia. (ACTION ITEM)
    - AT/CTE has quotes. (ACTION ITEM)
    - Create a shared document to populate. (ACTION ITEM)
    - Kim will work on getting quotes for eCornell. (ACTION ITEM)
    - Camille see if she can get a quote from the library. (ACTION ITEM)
  - Consider adding a general Q&A to the event or having someone available for questions not related to the panel.
  - Faculty and Student Panel
    - Need to consider diversity in panel members.
- Faculty & Staff Training Initiative
  - Have been trying to gather training materials related to online and blended learning that people have been using around the campus and also what people need.
  - Held two open houses last week to debut the HelpGuru knowledgebase that trying out now.
    - A small group of people came, but got good information and feedback.
    - Initial structure was not how the community was thinking about organization.
    - They are looking for concise information that steps people through the process.
    - Looking for clarification on what each small group does and where overlap exists or doesn't. Ideally looking for one place to go for everything.
    - Consistent theme kept hearing was usability and how information and resources are being presented.
  - Long-term goal is to build an intranet related to CU Online that solves these issues, but on hold until get funding.
    - Should develop an interim solution.
  - Recommend populating some content in the knowledgebase and having Camille and Kim demo in the small group meetings. (ACTION ITEM)
    - CTI has resources that can add to database and then should demo at small group meetings.
  - Kim will send Heather a list of small group responsibilities and Heather will send out to the group to review and let Kim know if need to make changes. (ACTION ITEMS)
- Small Group Updates

- Policies & Standards - met in Jan and talked about accessibility. A lot of interest in this topic and may develop a small sub-group on the topic. Will meet in Feb and will recap what have learned and Jennifer from YTI will give an update on their project. Finding that each month brings a new topic to the group.
  - YTI would like a link to the accessibility checklist on the COLC website and an update on AT's checklist. (ACTION ITEM)
  - Could we give a survey at the spring meeting on the topic?
- Instructional Design & Quality - met last month and had 11 people show up. Goal is to connect and be resources for each other. Started sharing what have learned about ID. Presented a video of Harry Katz (former Dean) and Brad Bell (faculty) commenting on the hybrid course model. Will talk about MOOC design and lessons learned in the next meeting. Would like to get more people involved on Yammer and at the annual event. Have had a consistent group of people, but attendance has been growing.
- Share the new Facebook page with everyone in the group. (ACTION ITEM)
- Marketing & Communication - Only update is that focusing on the event right now.
- Tools, Technology & Resources - next brown bag will be Feb 9 and Benjamin will send out information once finalized. Agenda is open to what people want to know and if people have new tools and resources to add to the database.
  - Camille and Kim have heard a lot from people that people around campus just want a space to go where they can talk to people and like the brown bag idea.
  - It is about time to ask for updates on the Airtable database, should send out a reminder to those who added resources to it. Can add to the "Did you know? emails. (ACTION ITEMS)
- Faculty & Staff Training (see above)

Action Items:

Item	Who	When	Status
Get quotes from ILR administration and/or faculty on online/blended learning for event.	DH	By Fri 2/3	In Progress
Get quotes from SHA administration and/or faculty on online/blended learning for event.	Nancy	By Fri 2/3	Complete
Get quotes from eCornell administration and/or faculty on online/blended learning for event.	Kim	By Fri 2/3	Complete
Get quotes from AT faculty and Julia on online/blended learning for event.	Diane & Heather	By Fri 2/3	In Progress
Get a quote from Library administration on online/blended learning for event.	Camille	By Fri 2/3	In Progress
Create a google sheet to keep track of above quotes for the event.	Heather	By Fri 2/3	Complete
Populate some content in the training materials knowledgebase and then schedule demos in the small group meetings.	Camille & Kim	By next mtg 3/2	In Progress

Send Heather a list of small group responsibilities that complied and she will send out to the group to review and provide feedback on changes.	Kim	By Fri 1/27	Complete
Put a link to the accessibility checklist on the COLC website and provide an update on AT's checklist in the next Policies & Standards meeting.	Heather & Diane	By 2/1	In Progress
Share the COLC Facebook page with this group.	Heather	By Fri 1/27	Complete