

# 3/20/17 COLC Monthly Meeting

Monday, March 20, 2017

12:45 PM

## Agenda:

- Review event feedback
  - What actions do we want to take with feedback?
- Prepare post-event newsletter
  - Photos, recording, test kitchen recipes, group activity results
  - How share out activity results?
- Review idea of updating small group goals and an information gathering survey (if time permits)

## Discussion:

- Event feedback
  - Surprised that so many people didn't see the agenda. Could possibly make it more prominent in emails.
  - Remote attendees felt their participation lacked engagement.
    - Should acknowledge them at the beginning and at the end.
    - Could have done the activity with a Zoom session.
    - Should have a point person for the online participants.
    - Approximately 5-6 people who attended online.
  - Could the whole event be online next time?
  - Panel had the highest rating of event activities
  - Networking was useful, especially for people that didn't work on the Ithaca campus.
  - Desire to have more students represented stuck out.
  - Consider having more of an online presence year-round (web series, portal, online events).
  - For the test kitchen, the LMS and What's Happening tables were the most popular.
    - Perhaps should have trained test kitchen people about what to expect from them with regards to interaction.
    - Would have been good to have a keyboard and a mouse at the LMS table.
    - Could better prepare test kitchen volunteers before event.
  - Open-ended survey questions - created summary tables
    - Consider changing the venue next year.
    - Like the idea of putting the networking between sessions. Could participate online with this model. Could also run concurrently.
    - For panel, make sure incorporate more time for Q&A. Possibly one after each question. Can also have all questions come from audience after a prepared statement.
    - Tables - put reserved signs on tables to make people sit together.
    - Marketing
      - Consider making videos about the test kitchen like OLC.
      - Need to do a better job of marketing COLC better, not just the event.
      - Should try to speak at faculty meetings.
    - Group activity
      - Suggested small group discussions with leader/experts.
  - Suggested topics for next year
    - Could incorporate into the small group meetings where applicable.
  - Combine survey feedback with registration information.

- Post-event newsletter (special edition)
  - Targeting Friday 3/24 to send if have all content.
  - Draft a copy of the newsletter.
  - Include images, event recording, test kitchen recipes
  - Should also include the faculty perspectives video.
  - Sharing group activity results - any ideas on how to do?
    - Link to resources, expertise, and other links for group activity.
- Information gathering survey
  - Spend time as a group discussing what information we want to know and learn as a community.
  - Have small groups revisit their goals and update as necessary.
- Updates to the website
  - Added some sub-pages to the resources tab (Proctoring, CU Online, and resource inventory database).
  - Will be adding accessibility information and possibly faculty examples/experiences.
  - Put event information on website
  - Will slowly be redesigning the website look.
  - Should add recipes as a resource on website.

Action Items:

Item	Who	When	Status
Combine post-event survey feedback with registration information.	Heather	Mon 3/27	Not Started
Draft a copy of the post-event newsletter.	Heather	Thurs 3/23	Not Started
Add test kitchen recipes and faculty perspective video to resources tab on website.	Heather	Fri 3/24	Not Started