

4/25/17 COLC Monthly Meeting

Friday, March 10, 2017

10:25 AM

Agenda:

- [COLC Box folder](#)
- Review COLC logo and website changes
- Discuss what to do with [COLC event group responses](#) (categorize and suggest resources?)
- Discuss small group informational survey & [review group goals](#)
- Revisit how to collect the data we are getting in the small groups. (*didn't get to*)
 - Look for overlap across groups and talk about how to address in monthly meetings

Meeting Attendees:

Benjamin Moss, Rob Vanderlan, Diane Sempler, Nancy Weislogel, Donna Sutton, Heidi Makela, Don Bazley, Heather Somers, Camille Andrews, Patrice Prusko

Discussion:

- COLC Box Folder
 - Created to house all COLC related documents, especially for the annual events
 - Linked out to Google docs that exist
 - Review at your own leisure
- COLC website changes
 - Review changes to About Us and News & Events
 - Should include more diverse images. Camille will send a link to a good image repository that is free. (ACTION ITEM)
 - Drafted new pages for Resources that have not been publically published
 - Includes Accessibility and Quality Review, Testimonials & What's Happening, and Tips & Strategies
 - Will send links to everyone to review and provide feedback. (ACTION ITEM)
 - Working on best way to present What's Happening information. Will send draft infographic that created as well. (ACTION ITEM)
 - Should add captioning services as a link.
 - Don't want to duplicate content that already exists, so should link out where appropriate.
 - Also drafted a new homepage that will send the link to as well. (ACTION ITEM)
- COLC Logo
 - Reviewed sample logos in Box
 - Agreement from group that like the first logo (with just COLC acronym and words)
 - Need to change the red lines to Cornell red. (ACTION ITEM)
- COLC Event Group Activity Outcomes
 - Would like to provide something to the community, but what?
 - Content provided by community didn't have that much to it
 - Provide a condensed list of challenges and select a few to provide solutions, tips, and resources.
 - Set up a Google doc and assign 1-2 people to work on each one. (ACTION ITEM)

- Small Group Informational Survey and Review Group Goals
 - Last meeting discussed creating an informational survey to send to the broader community and expanding it from just the training working group to all groups.
 - Would like each group to ask at least one question.
 - Also an opportunity to review our group goals and make sure that they are still relevant as the community is asking for them to identify overlap and what everyone is doing.
 - Created 2 Google docs for both and will share with group to review and add to. (ACTION ITEM)
 - Training group would also like to create focus groups to go more in depth. Perhaps add a question about whether respondents are willing to participate.
 - Need to facilitate with the LMS evaluation project focus groups to make sure that not pulling from the same pool.
- COLC April Quarterly Newsletter
 - Reviewed draft newsletter
 - Want to better engage the community, so will be linking out to Facebook and Yammer polls about blended learning and terminology used.
 - In response to community survey data, created categories for accessibility, trends, tips/best practices, examples, tools & technology, and resources. Will provide articles, reports, etc. related to these topics.
 - Need to update verbiage on website changes as they will not all be ready for April newsletter.
 - Replace redundant use of "new" in intro paragraphs.
 - Fix typo in new CU Online courses for Internal Union course.
 - Tighten up wording for professional development courses to shorter length of section.
 - Will send the draft to the group for feedback. (ACTION ITEM)
 - Would like to send by Friday.
 - Consider adding a spotlight for each newsletter. Can interview someone on campus and share the responses or spotlight a course/project on campus.
 - Rob will share the 3 questions he drafted and the group can respond with feedback. (ACTION ITEM)
 - Can collect several responses and use throughout the year.
 - Perhaps ask small group attendees to fill out during the small group meetings.
- COLC Community Engagement
 - Need more collaboration internally for creating content and projects like the small group activity results.
 - Should create a sign-up sheet for people to volunteer on tasks like taking one of the newsletter topics. (ACTION ITEM)
 - Would like to engage the broader community more and would like fresh perspectives to the group.
 - Perhaps ask for ideas from the community on things to do.
 - Ask for community volunteers to help with projects we are working on and for the event.
 - Perhaps provide a list of discrete tasks and also ask the community for volunteers
 - Consider also inviting the community to the monthly meetings.

Action Items:

| Item | Who | When | Status |
|--|------------------|----------------------|----------------|
| Send the link to a good free image repository that has more diverse images for the website. | Camille | By EOD 4/25 | Complete |
| Send the links to the new website pages and related material to everyone to review and provide feedback. | Heather | By Fri 4/28 | Complete |
| Review the new website pages and provide feedback to Heather. | Leads | By Mon 5/15 | In Progress |
| Change the red lines in the selected COLC logo to Cornell Red. | AT Media Team | By Fri 5/5 | Complete |
| Set up a Google doc for event group activity challenges/solutions and assign 1-2 people to work on each one. | Heather | By Mon 5/1 | In Progress |
| Share 2 Google docs created for small group informational survey and review of group goals for leads to review and add to. | Heather | By Mon 5/1 | Complete |
| Add at least 1 question to informational survey for each group and review group goals. | Leads | By Mon 5/15 | In Progress |
| Send draft of April newsletter to groups for review/feedback. | Heather | By Wed 4/26 | Complete |
| Review April newsletter and provide feedback. | Group | By EOD Thurs 4/27 | Complete |
| Share the 3 questions drafted for interview spotlight so the group can respond with feedback. | Rob | By EOD 4/25 | Complete |
| Create a sign-up sheet for people to volunteer on tasks like taking one of the newsletter topics. | Heather | By Fri 5/5 | Not Started |