

**Senate Continuing Education Committee
Meeting Minutes
Gustafson Hall
10:00 – 11:35 a.m.
April 23, 2007**

The Senate Continuing Education Committee met April 23, 2007 in the Conference Room in Gustafson Hall, from 10:00-11:35 a.m. CT.

Present: Jacqueline Gray, Kerry Kerber, Judy Rieke, Janet Rex

1. APPROVAL OF MINUTES of 2/09/07: Kerry Kerber made a motion to approve the minutes and Jackie Gray seconded the motion. Minutes were approved.

2. ASSOCIATE VICE PRESIDENT FOR OUTREACH SERVICES AND DEAN OF OUTREACH PROGRAMS: Janet reported that it is official that Joshua Riedy has accepted the offer to assume the position of Associate Vice President for Outreach Services and Dean of Outreach Programs. He will begin in the latter part of June. His E.D.D. is in Education Administration with much of his background geared toward Continuing Education. He has taught in the high school (1997-1998) as well as at the university level (South Dakota State University, Brookings, SD from 2001-2004). He has had positions as a Technology Training Specialist, Web Designer and Technology Consultant at the university level from 1999-2002. He served as a Distance Education Specialist at South Dakota State University, Brookings, SD from 2000-2002. He was the Distance Education Director at South Dakota University, Brookings, SD from 2002-2004 and he served as the Director of the Electronic University Consortium with the South Dakota Board of Regents (serving distance education across the state) from 2004 to current. His energy, vision, and experience working with legislators were noted as other strengths for the position.

3. BOX LUNCH PANEL DISCUSSION: Janet reported that the box lunch discussion in the Memorial Union on Wednesday, February 14, from 12:00-1:00 p.m. was successful. The following faculty members spoke on the panel: Thomasine Heitkamp (Social Work), Craig McLaughlin (Space Studies), Richard Schultz (Electrical Engineering), Rick Van Eck (Teaching & Learning/Instructional Design & Technology), and Julie Zikmund (Nutrition & Dietetics), as well as herself. Thomasine Heitkamp gave a Power Point presentation and spoke about working with everything from IVN sessions to Breeze throughout the history of distance education. Richard Schultz spoke about using the Blackboard Course Management System to work with the Engineering program. Craig McLaughlin spoke about using HTMLeZ with Capstone coursework to teach in the Space

Studies Program. Rick Van Eck demonstrated a range of aforementioned technologies. Julie Zikmund spoke about her correspondence teaching, while Janet mentioned the library offerings. Janet said that faculty can place articles on reserve through the Chester Fritz Library. Fair use entails one time use of one article out of a journal or one chapter (less than 10%) out of a book. Repeated use entails paying copyright fees. Janet asked participants to note if they would like to attend future presentations on Breeze or Creating Digital Objects or if they would like to participate in a Departmental Focus Group. Sonia Zimmerman asked if there might also be a session on Pedagogy. Kerry thanked Janet for working with Joan Hawthorne and the Office of Instructional Development (OID) to produce this event which had a sold out audience and a good question and answer period. This event fits our mission of advocating for and teaching faculty about Continuing Education. Joan Hawthorne said they might set up another box lunch in the Fall on Breeze or Digital Objects depending upon the interest. Faculty development money provides a lunch with these sessions, which draws additional people to the presentations. The box lunch shows there is an interest in Distance Education. It is just a matter of getting the word out. We could speak with Department Chairs or go through faculty meetings. Judy asked if the impetus for a course tends to come from departments or faculty. Kerry said it varies, and sometimes a student will be the impetus and ask a faculty member for a class and Breeze can be a solution. Financial arrangements vary based upon offerings and departments. Offerings might consist of single courses or degrees. The most successful offering is a whole degree program, which requires departmental backing. There are additional costs, such as Blackboard. Continuing Education figures the total cost to deliver a degree and divides it by the number of students to get the cost per student. Kerry said Continuing Education has more expenses than income, because there are more expenses with distance than face-to-face instruction. There is a distance fee to help pay for the instruction, and Continuing Education tries to break even. Programs need the approval of the Chair, Dean, Graduate Dean, Victoria Beard, Bob Boyd, the Provost, and Alice Brekke. About 70% of the funding goes to the department delivering the degree. Judy asked if a student pays more per hour. Kerry said yes, but students receive the courses right in their homes, so they can stay with their kids, and they could easily pay those extra costs in gas if they had to drive to campus. Judy asked if there is any customizing. Kerry said Breeze allows customizing. Students log on from wherever they are to take the classes. They need a desktop video on their computer screens. They pay \$100 for a camera and a headset, which they can use throughout their entire program. Students need high speed internet for Breeze, although they have worked with Wireless. Twenty to twenty three students can be handled through Breeze. It takes a lot of bandwidth. Kerry said that Corey Quirk could do a demonstration of Breeze. Jackie wondered how the Division of Continuing Education

gets students to sign up for classes, because they can't get students to sign up for distance courses at the Technical College. Kerry advocated attendance at the Beyond Boundaries Conference in the Fall, in October, where faculty or staff can learn about distance instruction. Jackie wondered if we can include the tribal colleges in our Senate Continuing Education meetings or presentations through Breeze, so we can model our technologies and instruction. Kerry said that Continuing Education meetings and presentations have been specifically for UND; however, he mentioned that we have a session running this week where a faculty member at Minnesota State University (Marshall—Judy thought) and Jan Moen of UND are teaching a Diversity Program to the students in their respective courses. Jan's class will meet in the Lecture Bowl and speak to the other class through Breeze about Indigenous issues. This endeavor is through the provost, Bob Boyd, and the Diversity Committee on campus. Also, the Diversity Committee has talked about connecting with the tribal colleges on diversity issues. Kerry said he is not opposed to considering some other educational connections.

4. CONVERSATION WITH MERRIFIELD: Janet reported that the Conversation with Merrifield occurred on March 22nd with five faculty members in attendance. Kerry, Julie Vatnsdal, and Jane Sims were present from Continuing Education. It was not heavily attended, but some faculty members were seeking additional information. Kerry wondered if another time might be better than late afternoon. Janet mentioned that 4 p.m. Thursday is often a time for presentations across the disciplines in Merrifield. Kerry said the program was good. Jane presented an overview of the creation of digital objects in distance education online courses. Interactive objects, maps or graphs can be created that are even better than in textbooks. Digital objects for courses can include knowledge checks, such as mini quizzes in Flash to animate things. A student can grab a word and connect it to a definition, and the program lets the student know if the answer is right or wrong. Once a digital object is created for one class, this same design or template can be used for another course. This allows the overall quality of all of the courses to rise. The digital objects can also be used in the face-to-face classes, so instruction improves across campus. After a course is available, the faculty member is given a copy. Judy asked if the faculty members in attendance at the Conversation with Merrifield session were already involved in Continuing Education. Kerry said that Tom Petros has been involved, and Tom wondered if the Division of Continuing Education might make an informative presentation to the University Senate about distance education.
5. GRANTS--Jackie said she's seeking grant funding for Geriatric education involving UND, NDSU and the United Tribes using Blackboard. This education will be for health professionals in the Geriatrics field. Kerry said

that Continuing Education just received a grant from the Bernard Osher Foundation to begin an institute for Lifelong Learning for people 55 years of age or older. There are 112 Osher funded institutes across the country. There are three free “appetizer” courses: “Drawing for Beginners,” “Getting Serious about Digital Photography,” and “Successful Aging: Keys to Health & Wellness” (to be offered through April and May). Afterward, people can become OLLI members in order to receive newsletters, access to campus facilities and events, and an opportunity to purchase a membership to the UND Wellness Center. Members can provide input for future Arts and Sciences courses and programs. Programs might involve travel, study, or book reading groups. Kerry worked on the grant of \$100,000, which provides the start-up money to kick off the local institute. For up to three years, an institute can receive grant funding. If an institute receives enough members, the Bernard Osher Foundation will endow the institute with \$1 million in funding. Jackie said that Homecoming might be a good time to expose people to the institute. Jackie said that last year the Medical School offered a program on aging for the public, and this year there is a program on women’s health.

6. HEALTH SCIENCE DISTANCE EDUCATION GROUP: The Continuing Education Box Lunch panel was an impetus for a users group to form in the School of Medicine and Health Sciences. Janet said that after the Box Lunch panel, Sonia Zimmerman (from Occupational Therapy) asked about other sessions such as the Conversation with Merrifield, and Judy and Jackie presented information about the formation of the Medical users group. Sonia Zimmerman and Janna Schill, Clinical Laboratory Science, sent an inventory throughout the School of Medicine and Health Sciences to find out about the distance education instruction in the Medical field. From that inventory, they identified focus areas. The first discussion was presented by MaryAnn Laxen, the Program Director of the Physician Assistant Program. She presented Blackboard. The presentation focused on the sharing of practitioner information, such as to how they handle assignments and discussion sessions, rather than on converting newcomers. The Medical School has its own Blackboard Course Management System, as does the Center for Instructional and Learning Technologies (CILT). CILT works with on-campus, face-to-face, and hybrid courses. Lori Swinney, from CILT, told Janet that they would like to be involved with technological instruction. She said they will be giving a presentation this summer with Joan Hawthorne. On April 26, the School of Medicine and Health Sciences users group will have a discussion on Organizing and Running Statewide Meetings via Breeze. Dave Relling from Physical Therapy will present the Breeze technology. The Medical School charges departments to provide distance education, and the courses are mostly for practicing professionals who need hours for licensure. Jackie said that she had to create the course herself in the Medical School. Continuing Education has an online team that will assist

a faculty member in designing a distance course. For Correspondence and Online courses, Continuing Education pays the faculty member and invests in the course. They hope to recoup their expenses from student fees. For the Distance Degree courses, Continuing Education and the department collaboratively develop and pay for the program. Janet said that Sonia also asked her how the Medical group could set up a committee that reports to the University Senate. Kerry said that Wayne Bruce from the Medical School should do that. He said the Senate Continuing Education Committee began about 15-20 years ago and it was set up under Bob Boyd. The Committee arose out of Senate and Departmental concerns about the quality and rigor of off-campus courses. Since that time, the committee has evolved an additional advocacy role. As an aside, there was a recent FacTalk concern about the quality and rigor of two Continuing Education courses: the Wedding Planner Online Course and the Search Engine Marketing Online Course. These courses caused some concern with a faculty member however, both of these courses, which were purchased from a third party, are noncredit courses. People do not get degrees in these courses. Any credit courses need the College and Dean's approval. Continuing Education does the marketing, registration, and public relations aspects of the partnership. Continuing Education doesn't design credit courses or choose faculty textbooks. Judy said this shows that there is a need for instruction about the Division of Continuing Education, and our new Dean might want to give a presentation in the Fall. Janet said that Josh Riedy said he might want to meet each department. Jackie said we might want a press release to capitalize on and market Continuing Education. Judy said we should have a motion to encourage the new Dean to consider more presentations, especially a refresher about the purpose of the Division of Continuing Education. Kerry seconded the motion. Discussion revolved around the various presentations that might be provided, such as Breeze, Pedagogy, and Creating Digital Objects and Instructional Design. Jackie said that at Oklahoma State there was a Teaching Effectiveness course with about twenty 2 hour presentations. Sessions might deal with Power Point. Although ITSS on the UND campus provides computer courses such as Excel, Access, and PowerPoint, Kerry said that there is University within a University, which is part of Continuing Education, and it is responsible for training staff and faculty. Judy said University within a University may need to be sold as faculty training, because it seems to be perceived as staff training. Judy added that we also want some follow up (such as a needs assessment) on any presentations that we provide for faculty.

7. The committee adjourned at 11:35 a.m.