

CPL Small Group Task Force Meeting Notes

Meeting Date: Monday, May 7, 2018 Time: 3:30-4:30pm Place: Virtual Recorder: Aria Kronebusch					
✓ MEMBERSHIP	Present	Absent	✓ MEMBERSHIP	Present	Absent
Aria Kronebusch	✓		Brad Manley	✓	
Brenda Van Vossen	✓		Kendrah Pearson	✓	
Marah Jacobson-Schulte	✓		Scott Gunderson	✓	
Amy Lofquist	✓		Sue Halloran		✓
<u>AGENDA TOPIC</u> [Can Include Presenter Name, Estimated Time]	<u>DISCUSSION</u> [Concisely capture high points of the discussion during the meeting. Refer to documents and other resources as necessary]		<u>CONCLUSION PROPOSED ACTION</u> [Concisely capture decision or recommendations finalized.]	<u>NEXT STEPS/ACCOUNTABILITY</u> [Memorialize next steps, including dates to be completed and lead person]	
Upcoming Meetings	<ul style="list-style-type: none"> 5/11- Large Group both schools 5/14- Large Group IHCC 5/24- Large Group DCTC <p>Keep as is, in case we want to delve deeper as individual schools. May cancel if not needed</p>			<ul style="list-style-type: none"> 	
MAAPL Recap	<ul style="list-style-type: none"> Policy Came out around Veterans and Transcriptions Transcriptions will be coded as a regular class Specific Section code for PLA- Same code for both DCTC & IHCC- Check with IR if that works for them Metro shared their D2L website which had lots of good info and ideas. They said they would make it available to others 			<ul style="list-style-type: none"> Kendrah: Check with IR around same course code for both schools 	

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	<ul style="list-style-type: none"> • Need to add PLA/Vets policy to the websites- send to Anna and Sue as well • Unknown timeframe on the toolkit availability • RCTC has a new program based off of Riverland model- Faculty buy-in is still an issue 		
CAEL take-aways	<ul style="list-style-type: none"> • Need to keep all documentation for at least 7 years • Including Test-outs. Need more information than just "Passed". Will need to document details/what was done. • May want to look into E-Portfolio options. Chad (D2L) is currently looking into D2L portfolios • D2L purges every 3 years- would need to change these specific courses to purge every 7 • IHCC has everything prior to this year saved in SharePoint- is messy and hard to find things. This last year is in D2L • The portfolios are not directly in D2L, but will be a clickable link 	<ul style="list-style-type: none"> • Explore E-Portfolios • Create new standard test-out documentation form 	<ul style="list-style-type: none"> • Kendrah: Check in with Chad to see if changing purge time for a course is an option

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	from D2L to the portfolio site with single log in. <ul style="list-style-type: none"> • Working on getting a generic all-student log in for the Portfolio site • Will want to update the test out form/documentation to create a standard form. DCTC has a one-page form. IHCC has all in D2L and the forms are different for different types of tests 		
Faculty Release	<ul style="list-style-type: none"> • Candace Carlstrom will be the Faculty Champion for DCTC starting in the Summer, and hopefully into the Fall • Hopefully Brad will stay on for Fall 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
CAEL Conference submissions	<ul style="list-style-type: none"> • Have a good chance of being accepted • Do have to pay for registration costs • Put in request for travel funds from the grant now • Potentially also submit requests for other faculty funds • Kendrah, Brad, Brenda and Scott: 3 Different presentations 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Kendrah: Submit request for Grant Travel Funds for all 4 persons

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CAEL Membership	<ul style="list-style-type: none"> We need to see if there are funds available for CAEL membership moving forward Discuss what type of membership 	<ul style="list-style-type: none"> Discuss CAEL membership type 	
Testing Sites	<ul style="list-style-type: none"> DSST application has been accepted and we are on-board to become a testing site for Fall Just need to get lockers, and Karianne will go through a training to administer CLEP is going up from \$85 to \$87 in July Aaron and Janelle are considering purchasing essentially test coupons that act as a BOGO 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
PLA Fees	<ul style="list-style-type: none"> There is a difference in PLA fees at both institutions. (Price Per Credit) DCTC: \$50 lecture credit \$100 lab credit DCTC Faculty receive: \$25 lecture \$50 lab IHCC: \$100 credit all courses IHCC Faculty receive: \$25 Would love to see same pricing, more money to Faculty- would maybe need to be a part of 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Kendrah+: Approach Ann D-T. about PLA costs

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	<p>contract negotiations or Memos Of Understanding. Metro pays \$35 to their faculty- maybe just a min of \$25?</p> <ul style="list-style-type: none"> • If we could get a 40/60 or even 50/50 could create more faculty buy-in and support goals of the grant • Up DCTC lecture costs to \$100 and increase all pay out to faculty to \$50 a credit • Who do we go to? Admin/Cabinet? Start with Ann D-T. 		
<i>DCTC Orientation</i>	<ul style="list-style-type: none"> • <i>An adult student approached Scott and was extremely unhappy with the orientation process at DCTC</i> • <i>IHCC has been doing self-select adult learners orientations and has been successful and getting good feedback</i> • <i>DCTC is working on an online option aimed for adult students but it is offered as a backup only to in-person session</i> • <i>From what we can tell, DCTC has no interest in changing at this time</i> 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • <i>Scott: Bring student feedback to Mike Opp so the feedback is coming from a different angle</i>

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