

**COMMITTEE
MEETING AGENDA /
MINUTES**

Committee Name:	E-Learning Committee		
Members attending:	Chris Akers, Jennifer Barfield, Alison Carter, Scott Cline, Janina DeHart, Bethany Emory, Michelle Evans, Dawn Harrison, Susan Kimel, Sharon Lauffer, Erin McCully, Danell Moses, Carolyn Porter, Barb Putman, Amy Russ, Peggy Vos, Patty Wall		
Date of Meeting:	1-13-22	Time:	11:00 AM
Meeting Purpose:	Establish deliverables of each subcommittee and next steps	Meeting Chair:	Bethany Emory / Erin McCully
		Prepared By:	Erin McCully

1. Discussion notes *(add rows as necessary)*

Previous Business:

- Update on Student Name Choice - Approved in Fall 2021
 - The committee voted and decided to communicate the ability to put a preferred name into Moodle to every student via an email to all students as well as a syllabus statement that can be included (optionally) by faculty. Process will be updated so that students can update their name via Self Service and multiple services will have the student's preferred name, including Moodle. (Technical delays this week but plan to have it in place by the end of next week.)

SubCommittee Time:

- Topics:
 - HyFlex
 - Subcommittee Goal: Collect options for processes/procedures/expectations for Hyflex classes that instructors could use
 - Engaging Online Learners
 - Subcommittee Goal: Collect tips/processes for engaging with online learners throughout the semester to improve retention and success
 - [Who's on what subcommittee](#) (Google Sheet)
- For today, discuss/establish what the final product should be (a Google drive folder with resources for faculty? A handbook of some type? A PD session/training?)
 - [Hyflex](#): Document to track today's meeting
 - [Engaging Online Learners](#): Document to track today's meeting
- [Resource Folder here](#) (Google Drive folder) - please add resources and notes from your meeting for our minutes.

2. Decisions or recommendations *(add rows as necessary)*

- Bethany was elected to be subcommittee chair of the Engaging Online Learners subcommittee
- Hyflex subcommittee will develop Moodle course as a deliverable: [notes here](#)
- Engaging Online Learners subcommittee will develop a PD session (Lunch and Learn) that will be recorded and can be shared and repeated for other PD opportunities: [notes here](#)

3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
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