Continuing Education Faculty Senate Advisory Committee
February 23, 2004

Present: Tim Burkink, Roger Davis, Wyatt Hoback, Sheryl Heidenreich, Gloria Vavricka, Mary Daake, Steve McGahan

Absent: Donna Montgomery, Herbert Craig, Ken Nikels, Kerri Skinner

Tim announced Donna Montgomery will replace Barbara Clark as the College of Education representative for the committee.

Update from Gloria: Continuing Education’s website is in the process of being updated by Steve McGahan. Steve has also redesigned the MS in Biology distance website for Wyatt. The Summer 2004/Fall Preview 2004 Off-Campus Schedule is almost completed and should be going to the printer sometime in early March. The form to apply for summer distance learning stipends will be sent out via email the last week in February. Stipend forms are due back to Gloria by March 8. There will be a subcommittee of 5-6 people to review the applications and make recommendations to the Continuing Education Advisory Committee. Training for faculty to develop these types of courses will continue to be made available. As in the past, ESU #10 will provide workshops for faculty training. John Horvath does one-on-one training for faculty using the technology equipment for videoconference courses, and Continuing Education’s new Instructional Designer, Steve McGahan is available to help faculty develop online courses. Gloria indicated the Continuing Education Strategic Plan should be finalized and sent to Jay Noren by March 1. It is the desire of President Smith to have a campus-wide strategic plan in place by May 1.

Tim asked the committee if they had any concerns or questions about the evaluation instrument. Steve proposed the evaluation include a section that would help gather demographic information that would give the institution an insight as to what level of technology students are using (i.e., internet connection, operating system, location they are connecting from, type of computer). Tim felt this type of information might be more useful at the beginning of the course rather than at the end. So rather than adding this additional piece on to the existing evaluation instrument, a second survey could be created and administered at the onset of the course. To test the evaluation instrument, Steve volunteered to enter the instrument into the Opinio software and send it out to committee members. The committee will act as a test group in taking the survey before it is offered to faculty to use this spring.

Gloria reported that she, John Horvath and Steve McGahan would be holding two or three days of focus groups with the colleges to gather faculty comments regarding distance education issues. The focus groups will be held either before or after Spring Break. Gloria will report on the outcome to the committee.
The next meeting will be March 29 in the Continuing Education conference room area.

**Agenda:**
Darren Addy will do a presentation with the Opinio software.
Feedback on Distance Education revenue sharing from Gloria

Respectfully submitted

Julie Saalfeld