Regular Meeting of the Executive Committee of the Members Council on Distance Learning and Student Services (MCDLSS)

June 26, 2015

Minutes

A regular meeting of the Florida Virtual Campus (FLVC) Executive Committee of the Members Council on Distance Learning and Student Services was called to order at 3:02 p.m. EDT pursuant to notice sent to all committee members.

The following committee members were present: Lynn Drees, Tom Cavanaugh, Vicki Westergard, Jennifer Veloff, Len Roberson, and Pam Northrup. Also present were the following FLVC staff: Don Muccino, Dr. John Opper, Nashla Dawahre, Lisa Close, Ashley Thimmes, and Pam Beck.

Committee Chair Vicki Westergard called the meeting to order and Lynn Drees recorded the proceedings of the meeting.

Structure of the October 2015 Meeting

Melanie will only be able to attend the Thursday morning of the October meeting based on the current date. Based on the plan there will be about 7 hours of the October meeting for working time. Discussion on what should be done during that working time. The goal is to use guided questions and have facilitated discussions. The driving questions need to be determined.

The committee discussed the schedule presented to the membership at the last meeting. Day 1: Executive Committee, main kickoff @ 11, networking lunch (roundtable?), 1-5 meeting/working project time. Day 2: 8:30-9:15 breakfast, 9:15-11:30 working project time, 1-3 finishing up. Altogether there would be approximately 8 hours of time working on the project. The committee discussed how the information/project will be presented and drive involvement/engagement.

To address the question “What does the “learning model” mean?” it was suggested to break out in small groups and then bring together the information. Groups would use prepared questions/topics areas for discussion and then share the results. The questions and structure need to be developed in advance. Pam Northrup mentioned the IDEA process. Highlights of the IDEA process.

Discussion within the committee supported that these discussions are a starting point. We need to think of a handful of broad questions/challenges and allow people to be heard and ideas to come out. The next step would be to have small teams to start working on it and to continue that work during the meetings going forward. Start big and then start refining. Everything from short-term merit and long term merit should be considered.

Committee members discussed continuing with the high level “RTTLM” for a while and take pieces of it at a time.
Discussion and concerns on the need to let the council to converse and share ideas before jumping fully in. Give the membership time to understand the concept and intent and participate. The concept needs to be framed with broad questions that can be discuss in small groups for 30 minutes. The group will need the freedom to talk and share but with guidelines.

Idea for a frame of reference for the memberships discussions: Fictional institution – build it how you would want – assume you can – don’t assume you can’t. Set up a story. Set the stage.

Discussion on how to explain why we would have this activity, frame the need for the conversations. Then talk about solutions to the problems albeit in a large-scale fashion. Could be the first question/activity for the group. Share all the “why” reasons...(groups come back with the reasons why).

The committee discussed the need for exceptional note takers/”Harvesters” in each the small groups. Len Roberson mentioned that he may have a few staff who may be able to help with the notes as designated note takers. Len to touch-base with Dr. John Opper regarding this. These notes are different from minutes. It’s a new way of thinking. Dr. Opper brought up the possibility of transcription services.

There are an average of around 55 members attending the meetings. The goal is to keep the small groups at eight people or less.

Ashley Thimmes sent out a skeleton agenda based on the information presented to the member council on June 10, 2015. The committee discussed how to structure the breakout sessions. Len Roberson will look at this in more detail. The agenda may reflect broader timeframes so that the times aren’t restrictive. Len Roberson will send an introduction email to Ashley Thimmes and his staff person, Patrice, to help plan the October meeting logistics.

Another Executive Committee meeting will be scheduled for this summer to go over the ideas for questions that have been shared so far.

Jennifer asked Len what will be expected of the EC members and their role going forward. Len discussed the working groups, etc. No answer at this point. Would need to look at by-laws also. Discussion on whether of not to address the by-laws this year or next after we get through this year. Will also need to advise the LMS vendors of the change in meeting format, including sub-committees.

Ashley Thimmes will send out the current by-laws for the Executive Committee to review.

Ashley Thimmes to send out a Doodle poll for the next meeting time for the Executive Committee.

New Business

No new business to discuss.

Other

In regards to contracts, the FLVC is working with some institutions on contract renewals. The ITN went out for the common LMS.
FLVC to develop the solution/method for feedback. The decision was made to proceed with Google Docs. The committee still plans to explore the solution that Joseph Riquilime shared “SLACK”.

Meeting adjourned. 3:48 p.m.

*Lynn Drees*

Lynn Drees, FLVC MCDLSS Secretary Pro-tem