



United Tribes Technical College
Academic Year 2016 - 2017
Extended Learning Committee Report

I. Members:

Sheridan McNeil – Medical Billing & Coding, CTE Director
Erik Cutler – Business Department Chair
Mandie Wood – Business Department Faculty
Lisa Cantlon – General Education, Chair
Michael Wetsch – Criminal Justice, Chair
Annette Broyles – Nutrition & Food Service, Chair
Ramona Schell – Recruiter, Enrollment Services
Julie Desjarlais – Office of Ext. Learning, Dual Credit & CEU Coordinator
Leah Hamann – Office of Ext. Learning, Director

II. Meeting Dates:

10/12/16,
10/19/16 (Electronic meeting),
10/20/16 (Electronic meeting),
11/7/16,
2/27/17, and
4/19/17

III. Committee Purpose:

The United Tribes Technical College Extended Learning Committee was established to assist, support, and advocate for activities designed to strengthen and sustain online education, dual credit courses, and continuing education units (CEUs) at UTTC.

The specific purpose of this committee shall be:

1. To provide oversight and leadership of online, dual credit and continuing education unit training initiatives and activities at UTTC
2. To maintain a presence on the UTTC website for the purpose of recruitment and customer service for new and existing online learners, dual credit high school students, and training partnerships for CEUs
3. To provide oversight and assessment for online program development, online course revisions and updates, as well as CEU trainings
4. To advise the UTTC administration on best practices related to extended learning policies, procedures and new initiatives

IV. Summary of Activities:

Review of online AAS and Certificate degree plans

- a. Nutrition & FoodService AAS and Elementary Education AAS online degrees discontinued. Nutrition & Food Service AAS online degree was taught out the Spring of 2017, and the Elementary Education AAS online degree will be taught out by Fall 2017.

- b. Medical Billing & Coding certificate program established two distinct cohorts will fall online starts. Option 1: Cohort - consists of two full-time semesters and one part time. Option 2: Cohort – consists of five part-time semesters.
- c. Development of an online bachelor's degree in Business was changed to an online bachelor's degree in Criminal Justice. Course development will begin in the summer of 2017.
- d. Due to the development of the bachelor degree program there are additional General Education courses that need to be developed such as Statistics or College Algebra. In addition, there has been great difficulty finding an instructor for the Lakota History and Culture OL course. The only program of study that requires that course is General Education. Additional discussion was held to determine if an Ethics course would be offered in the place of the Lakota History and Culture course.
- e. Continued conversation of UTTC joining State Authorization Reciprocity Agreements (SARA) versus individual state authorization continues to be a discussion placed on the back burner due to the state of the Department of Education and the small number of online students enrolled.
- f. Online faculty qualifications were generated for UTTC adjunct and full-time employees. A total of 16 employees completed the Online Faculty Training course, CEU 308. All department chairs (minus Annette Broyles) and the CTE Director completed the training.
- g. The application to registration process was revised to include the Office of Extended Learning Director at the forefront of the process. The old process had a number of gaps that included, timely advisor to student connectivity, obtaining textbooks, self-evaluation of being a successful online learner, and registration. The new process is outlined on the uttc.edu and has gone into effect starting late April of 2017.
- h. The Extended Learning bylaws were established based on the template provided by the Institutional Effectiveness Committee. The bylaws were approved in the fall of 2016.
- i. A one week orientation module will be generated for new online learners to take prior to their first course. Leah Hamann and Michael Wetsch will work on the module in the early part of summer 2017.
- j. The "Is Online Learning for Me" survey has becoming an official task that will be required for the admission of new online learners. Campus-based students who have not taken an online course will also need to complete the assessment before they are allowed to take an online course.
- k. Six desk top computers and monitors will be purchased and placed in the Academic Advancement Center in the Education Building. The computers will be utilized by campus-based students who are taking online courses. This will provide them a time and place to receive additional assistance, if needed. The intent is to increase the persistence and completion rates of campus-based students who may be taking one or two online courses in a semester.
- l. The Bank of North Dakota will continue to pay for Dual Credit students for the next five years.
- m. Five MOA were generated, viewed by legal, and approved by the Administrative Council.
 - Indian Land Tenure Foundation
 - Mt. West Tribal Technical Assistance Program
 - Native American Development Center
 - National American Indian Housing Council
 - National Indian Child Care Association

- n. The framework of the online courses will be revised to include a tab for Smart Thinking, UTTC HelpDesk, and helpful videos.
- o. A review of previous online courses will be conducted during the summer of 2017 to determine if courses need to be revised to show online contact hours between faculty and online learners, and time on task. Leah Hamann will work with Monte Schaff to research and develop a document that online faculty can utilize to determine if their course is meeting the time on task requirements.
- p. Grade distributions in pre-selected courses per online degree/certificate were shared. Additional data will be pulled throughout the summer to begin analyzing online courses, student retention, GPAs, and graduation rates.

i) What went well and why?

Overall, the Extended Learning Committee was very productive during the 2016-2017 academic year. A number of concerns were taken care of that included the checklist for new online learners' applications including the 'Is online learning for me' survey, transparency on the uttc.edu website regarding the process of application through registration for online learners, and developing two cohort options for Medical Billing & Coding. The full participation of adjunct, full-time, and department chairs in the completion of the CEU 308 Online Faculty Training course was a great success. Ultimately, the committee members seemed to be more vested than in the year past.

ii) What was not accomplished that the Committee expected to accomplish? What will the Committee do differently next year?

There is some resistance in one program of study to continue with their online AAS degree. This program has a large number of campus-based and online learners. With the new process for application through registration going into effect and the on-campus computer lab for online learners, some of that resistance may dissipate. The focus will now begin to shift towards the rigor of current and future online course development, feedback, and the use of rubrics.

V. Recommendations for the Committee for Academic Year 2017 – 2018:

Additional work needs to be done in the area of online course development and revision. As stated above: the focus will now begin to shift towards the rigor of current and future online course development, feedback, and the use of rubrics.