



Type of group: Standing Committee Reporting to the ASA Technology Council

About the Learning Environment (LE)

For the purposes of this charter, the learning environment includes the learning management system (LMS) and other third party technologies that interact directly with the learning management system. Although each Minnesota State institution uses the same learning management system, each campus is responsible for administering their institution's own instance of D2L Brightspace. Decisions on the management of the learning management system is shared among stakeholders from the campuses and system office according to the roles and responsibilities listed below.

Responsible – The team of System Office IT staff members (System Site Administrators) are responsible for ensuring the learning environment will operate successfully for all institutions.

Accountable – Campus Site Administrators are accountable to their campus for the quality and operation of the service at their assigned institution.

Consulted – The ASA Technology Council through the Learning Environment Committee (for topics that impact all institutions) and Campus Academic Technology Teams (for topics that only impact an individual institution) are consulted and opinions are sought on how the learning management system should operate and how support should be provided to users. Faculty and other campus personnel are consulted according to their local governance processes.

Informed – Campus Site Administrators keep faculty, students and staff informed at campuses about the processes and the quality of experience available in the learning management system.

Recommending - The Academic and Student Affairs Technology Council aggregates information from the LE Committee and other stakeholders to recommend adjustments and initiatives to Senior Vice Chancellor of Academic and Student Affairs.

Charge *(Indicate the main purpose of the group)*

The Learning Environment Committee makes recommendations to the ASA Technology Council regarding decisions that would affect the operation of the learning environment for all institutions. System Office IT staff are expected to consult with the Learning Environment Committee on topics that can impact the operation of the learning environment at all institutions. This committee

Reference Information

*Academic and Student Affairs
Learning Environment Committee (Standing)*

January 2018

ensures that all stakeholders of the learning environment are informed about the operation and utilization of the learning environment.

Roles & Responsibilities *(What tasks/milestones will this group achieve?)*

1. Maintain a constructive relationship between the system site admins, campus site admin affinity group, and Campus Academic Technology Teams.
2. Describe, articulate, and clarify needs and/or processes to help ensure the expected outcomes are supported by the learning environment.
3. Identify requested changes to, or other trends in the learning environment landscape that could impact the amount of or type of usage.
4. Mediate instances where there are conflicting requirements from different users that affect the operation of the learning environment for all campuses.
5. Consult on communications regarding any proposed changes to the learning environment to ensure appropriate input is gathered during the consultation process.
6. Review any proposed recommendations or changes to all institutional learning environments suggested by a vendor and/or IT staff.
7. Advocate for project requests or pilots that are submitted to System Site Administrators about the learning environment to ensure that limited IT resources are spent on high-value requests instead of low-priority requests.
8. Assist System Site Administrators in providing an appropriate level of awareness to all stakeholders on the explanation of learning environment functions.
9. Review and evaluate the performance of learning environment and suggest any necessary changes to improve the operation of learning environment.
10. Monitor the effectiveness of incident management and make recommendations for improvements to the creation of support documents.
11. Identify criteria to analyze the utilization and satisfaction of the learning environment that result in recommendations regarding the continuation of funding for services.
12. Identify and make recommendations regarding faculty development opportunities related to the learning environment.

In-Scope / Out-of-Scope *(i.e., boundaries of the project)*

IT Staff maintain the authority to make decisions that will ensure the security and integrity of enterprise technologies.

Duration and Time Commitment *(How long will this group be meeting, how often?)*

This is a standing committee of the ASA Technology Council and committee appointments are for three years. The committee will hold a monthly 1 ½ hour meeting, via web conferencing during the academic year. Additional meetings may be scheduled depending on need.

Membership *(Indicate how membership in the group is determined and who is leading the group)*

Committee membership is open to members from the ASA Technology Council or individuals appointed by the corresponding bargaining unit or associations. Experience with the Learning

Environment is preferred for all members. The suggested term for members is three years, unless otherwise specified by the bargaining unit or association.

11 voting Members

IFO(2)

IFO/1

IFO/2

MAPE (2)

MAPE/1

MAPE/2

LeadMN (1)

LeadMN/1

Administrators, College or University (1)

Administrator/1

System Office Facilitators (2) Non-voting

System Office Staff/1 (IT Staff)

System Office Staff/2 (ASA Staff)

MSCF (2)

MSCF/1

MSCF/2

MSUAASF (1)

MSUAASF /1

Students United (1)

Students United/1

Campus CIO (1)

Campus CIO (CIO Educational Technology Committee)

Invited Guests

MOQI Co-coordinators

ITS Staff (System Site Administrators)

ASA Staff (Educational Innovations)

Prefer at least one Campus Site Administrator (CSA) to serve on the committee. If no CSA is appointed to the committee, an additional member with CSA responsibilities will be appointed.

Expectations of Committee Members

Members are expected to:

1. Attend committee meetings.
2. Complete work tasks between meetings.
3. Be prepared for “rapid deployment” participation when or if urgent issues arise, with a commitment towards meeting targeted time frames.
4. When making recommendations, consider what’s best for the teaching and learning process for the system as a whole.
5. Where input and consultation is needed, communicate to constituents and gather input to bring back to the committee.
6. Represent the positions of their constituents (appointing bargaining units and associations).
7. Make recommendations that reflect a short-term and long-term strategy for the learning environment.

Expectations of Co-Chairs

The committee is co-chaired by one representative from IFO and one representative from MSCF. Each co-chair will serve a term of three years and receive compensation equivalent to a 3 credit release each fiscal year. The co-chairs will have work expectations outside of existing contracted dates established by each bargaining unit. Expenses associated with travel, food, and lodging to identified in-person meetings are also included.

1. In collaboration with System Office Staff committee members, facilitate monthly LE Committee meetings.
2. Assist with and participate in online and in-person meetings with the campus site administrator affinity group
3. Assist with and participate in monthly meetings with system site admins
4. Assist with and participate in monthly system-wide Campus Academic Technology Team meetings
5. Coordinate the review and assessment of any proposed recommendations or changes to the learning environment suggested by a vendor and/or IT staff.
6. Attend users conference organized by the LMS vendor (D2L's Fusion)

Resources *(what will the group need access to in order to do their work?)*

- [Committee Members Collaboration Site](#)
- [Minnesota State \(ASA Connect\) Information Site](#)

Consultation Process *(what will the group need access to in order to do their work?)*

- System Office IT staff consult with the Learning Environment Committee on topics that can impact the operation of the learning environment at all institutions. The Learning Environment Committee makes recommendations to the ASA Technology Council regarding decisions that would affect the operation of the learning environment for all institutions.
- The committee will provide reports of monthly meetings to the ASA-Technology Council, Campus Site Administrators, and Campus Academic Technology Teams regarding recommendations of the committee (standing).

Links *(List other groups or projects that are linked to the work of this group)*

- ASA-Technology Council
- Campus Site Administrators (Affinity Group)
- System Site Administrators
- Media Management and Web Conferencing Committee
- Academic Affairs Council > Faculty Development Committee
- Minnesota Online Quality Initiative

System Office Staff Support

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Questions or Clarification

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Change History

2018/09/12 - Approved by ASA Technology Council, updated links to resources links

2018/02/14 - Approved by ASA Technology Council

