

**Executive Team Meeting Notes**  
**November 9, 2020 | 9:30-11:00 am | Video**

**Purpose Statement:** *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

**Members:**

Dr. Susan J. Wolff, CEO/Dean	Ms. Lorene Jaynes, Chief of Staff
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing <i>Absent</i>
Dr. Leanne Frost, Executive Director of Instruction	Ms. Carmen Roberts, Executive Director of Operations

**Members:**

Mr. Steve Robinett, Computer Technology Program Director

**Guests**

<b>1. HyFlex Model</b>	<b>Presenter:</b> <i>Mr. Robinett</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
<p>Mr. Robinett shared his experience with the HyFlex course delivery this fall after being made aware of the option through a Quality Matters webinar last summer. He describes HyFlex as a course delivery approach with options. Students are able to attend in one of three modalities – face-to-face, asynchronously via a recorded session, or synchronously via a live stream on YouTube. Not only does this allow widen students’ choices for attendance, it also allows the institution to be more flexible in its delivery options.</p> <p>He offered the HyFlex option with his CSCI 100, Intro to Programming course. Students were not committed to attending one way or the other. They were allowed to find the modality that worked the best for them with about half of the class attending in person. Most attended the entire block via their preferred modality.</p> <p>The classroom equipment setup was funded with Perkins dollars and cost approximately \$3,000. Mr. Robinett shared that Sling Studio allowed him to easily offer this mode of course delivery. It offers several camera view options for live streaming, and the software is easy to use and very intuitive.</p> <p>He did note that there is an approximate 10-second lag with the live stream, which caused some issues with students asking questions. The class used Microsoft Teams on a separate monitor and tracked it for student’s questions. It was noted that WebEx was not used, as there is only one camera view option providing little opportunity for student engagement. He also advised to never skimp on the quality of the audio. He used a high-quality body mic.</p> <p>In general, the students who attended face-to-face and synchronously performed higher than those who attended asynchronously. He shared, anecdotally, the pass rate of the course was about the same as that for a regular face-to-face course offering.</p> <p>This presentation was a part of a recent Workshop Wednesday through the Teaching and Learning Center (see attached). These sessions are recorded and can be viewed at any time. It is hoped that a few more courses will be piloted in the spring. Mr. Robinett said this is the best training he has had in 20 years. It was very pragmatic and very well structured.</p> <p>Not all classrooms will have the Sling Studio setup, however, the current setup will be able to easily convert to Sling Studio if needed in the future.</p> <p>Ms. Bonilla shared that registrars are working on a numbering to denote the HyFlex option, as Mr. Robinett’s course is listed as a face to face option, and he provided the option to the students on the first day of class.</p>		

**Standing Items**

<b>1. Healthy Campus Task Force</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
<p>The Healthy Campus Task Force reconvened last Friday and opened discussion with what went well, what didn’t work well, and what needs to be changed from this fall for spring. Overall everyone was pretty pleased with what campus had done. Necessary changes are already in the works, and the COVID Action Plan will be modified to update language.</p>		

<b>2. CARES Act Student Emergency Funding</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b> Ms. Bonilla
The Financial Aid office will be contacting those students impacted by COVID who have not responded or did not request any assistance.		

<b>3. Campus Morale Planning</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Four Great Falls College music students will be giving a recital this Thursday in Heritage Hall from 3-4pm.		

<b>Agenda</b>
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<b>1. Thanksgiving Meals</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
Great Falls College wants to ensure all of its employees have access to a holiday meal. All requests will remain confidential. Requests should be made by Monday, November 16, and meal supplies will be provided by Friday, November 20.		

<b>2. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
During this time of cold and snow, it was reminded to walk like a penguin, ice grippers and ice melt are available from Ms. Roberts.		

# HY FLEX COURSE DELIVERY

STEVE ROBINETT, GREAT FALLS COLLEGE



WHAT IS HY FLEX?



# WHAT STARTED THIS AT GFC ?

## Webinar through Quality Matters – July 2020

# COURSE DELIVERY WITH OPTIONS!

As a student, you choose how you attend class in one of 3 modalities

1. Face to Face as scheduled (F2F)
2. Remote synchronous via a Live Stream feed
3. Remote asynchronous via recorded class sessions



## WHY ARE WE DOING THIS?

- Hy Flex widens your choices to attend college courses
- Allows us to be more agile in the age of Covid
- This model is being used nationally at institutions both large and small
- This course is being run as a Hy Flex pilot at Great Falls College. You will not see this in any other classes this block.



## MODALITIES DEFINED

- Face to Face (F2F): The classic model. We meet each day with live lecture and instructor-led activities.
- Remote Synchronous (RS): You will attend via a Livestream (in real time) via YouTube. Links to the Livestream will be posted to MS Teams chat before each class session. You will have opportunity to ask questions via MS Teams chat.
- Remote Asynchronous (RA): You will watch the recorded Livestream via YouTube at your convenience.



# PROS AND CONS

## Pro

- Flexibility for scheduling, weather, COVID
- You can choose the modality that best suits you
- You can “mix and match” on any given day

## Con

- So many choices!
  - You may need to find the modality that best suits you
  - Feel free to discuss with me
- If not F2F, harder to ask in-class questions



# ITEMS OF NOTE

Class will still meet F2F each day as scheduled

If you choose remote sync / asynch, it is assumed you have access to required equipment and sufficient bandwidth for a Livestream event.

Regardless of chosen modality, your requirements will remain the same (assignments & quizzes)

Schedule of assignment due dates will not change



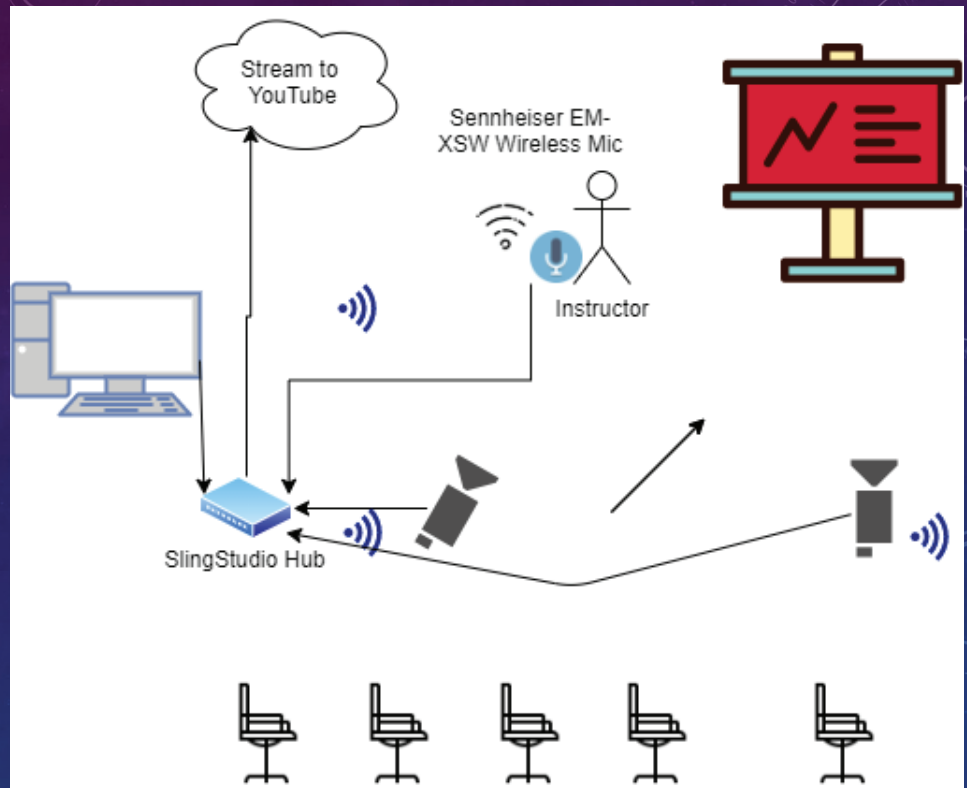
# PILOT RUN CSCI 100

FALL 2020

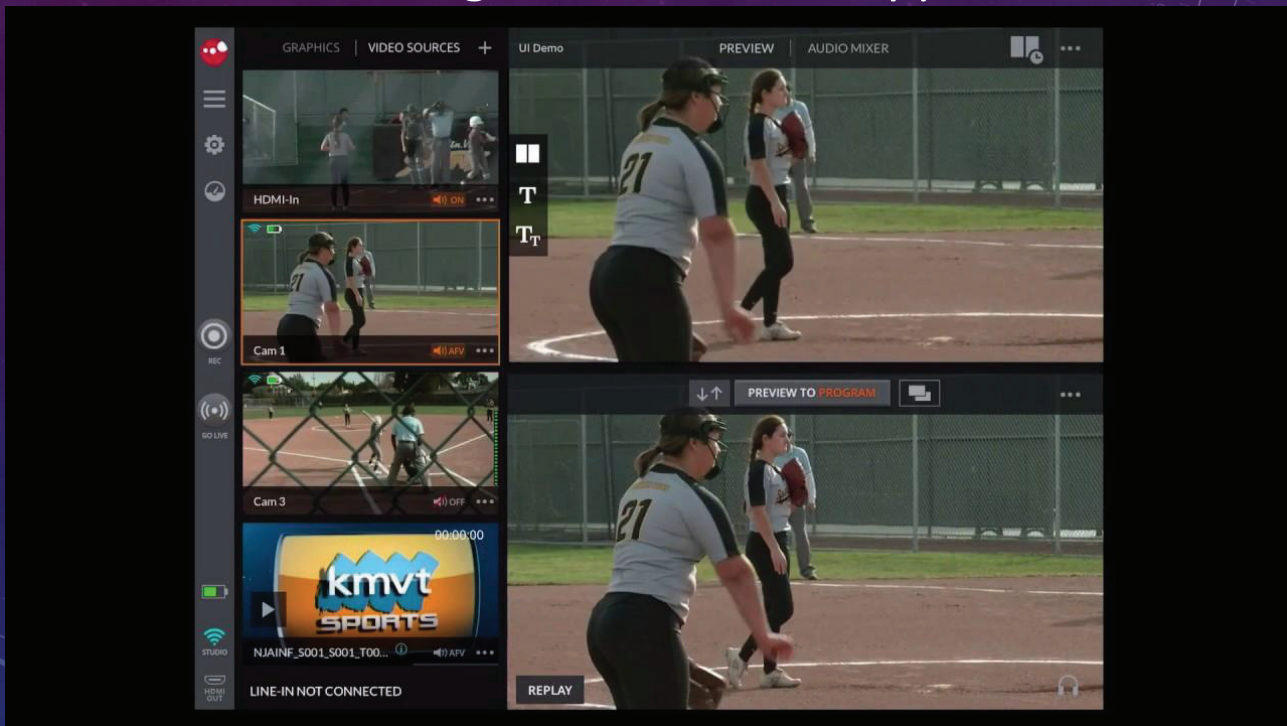
## CSCI 100 INTRO TO PROGRAMMING

- Good combo of direct instruction and hands-on
- Lots of instructor-led lab time
- 8 students

# Classroom Setup



# SlingStudio Console App

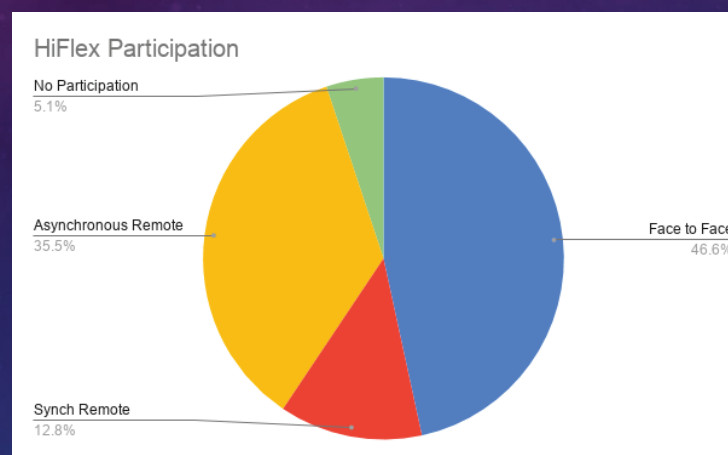




# PRETTY GOOD PRACTICES

- F2F Orientation- Day 1
- Narrated PPT overview
- Dry Run of Live Stream - Day 1
- Use of MS Teams to track remote synchronous attendance
- Remote Sync students post to a channel to announce presence
- Setup Live Stream 10 min before class and use an on-screen countdown timer
- Live Stream Link posted to MS Teams channel

# PARTICIPATION



## ISSUES / PROBLEMS/ NOTES

- Week 1 – some classroom tech glitches. Stable thereafter
- LiveStream has ~ 10 second latency- hard to field remote questions verbally in real-time
- MS Teams chat needs a dedicated monitor
- Difficult to track attendance for remote asynchronous students (Link visits on D2L)
- NEVER skimp on the quality of audio!

## ARTIFACTS TO FOLLOW

- Slide Deck for Hy Flex Orientation
- Video link to narrated Slide Deck
- Bill of Materials for Sling Studio setup



THANKS FOR YOUR TIME!

STEVE