2013-2014 Academic Year

COMMITTEE:  Distance Education and Learning Technology Committee

1. Membership (include ex-officio members). Regular: Rose Bailey, Adam Caldwell (SGA), Lida Cope (Secretary), Xiangming Fang, Timm Hackett, Elizabeth Hodge (Chair), Mark Moore, George Wang, & Karl Wuensch (Vice Chair). Ex-Officio: Chal Benson, Wendy Creasey, Ken Luterbach, Donna McDonald, Elmer Poe (and Biwu Yang), & Clayton Sessoms.

2. Meeting Dates (include members present*).  * and members who contributed to committee action, but were not at the meeting.
   - 8/28/2013: Xiangming Fang, Elizabeth Hodge, Mark Moore, Karl Wuensch Wendy Creasey, Brenda Killingsworth, Tom Ross, Chal Benson, Wendy Creasey, Elmer Poe, & Clayton Sessoms. John Given, Lori Lee, & Mark Sprague were guests.
   - 9/25/2013: Lida Cope, Xiangming Fang, Elizabeth Hodge (Chair), John Reisch (for Rose Bailey), Karl Wuensch, Chal Benson, Wendy Creasey, Donna McDonald, Elmer Poe, & Clayton Sessoms. Ginny Sconiers attended as a guest.
   - 10/23/2013: Rose Bailey, Lida Cope, Xiangming Fang, Timm Hackett, Elizabeth Hodge (Chair), Mark Moore, Karl Wuensch, Wendy Creasey, Donna McDonald; Jennifer Bayster, & Anthony Britt (For Clayton Sessoms). Dorothy Muller attended as a guest.
   - 11/12/2013: Rose Bailey, Lida Cope, Timm Hackett, Xiangming Fang, Elizabeth Hodge, Mark Moore, Karl Wuensch, Chal Benson, Wendy Creasey, & Donna McDonald
   - 01/22/2014: Lida Cope, Elizabeth Hodge, Mark Moore, Karl Wuensch, Chal Benson, Wendy Creasey, Ken Luterbach, Elmer Poe, & Clayton Sessoms
   - 02/26/2014: Rose Bailey, Lida Cope, Xiangming Fang, Timm Hackett, Karl Wuensch, Chal Benson, Wendy Creasey, Ken Luterbach, Elmer Poe, & Clayton Sessoms. Dorothy Muller and Ginny Sconiers were guests.
   - 03/26/2014: Lida Cope, Xiangming Fang, Timm Hackett, Elizabeth Hodge, Karl Luterbach, Mark Moore, Karl Wuensch, Chai Benson, Wendy Creasey, Donna McDonald, and Clayton Sessoms
   - 04/23/2014: Rose Bailey, Lida Cope, Xiangming Fang, Elizabeth Hodge, Mark Moore, Karl Wuensch, Chal Benson, Wendy Creasey, Elmer Poe, and Clayton Sessoms.

3. Subcommittees established during the year (include progress and/or completion of work).  None

4. Accomplishments during the year, especially as addressed through committee goals.  Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
• Reviewed (over the summer) modifications made to the training modules required of those who teach online.
• Reviewed and approved the use of Cornerstone software to present the training modules required of those who teach online.
• Review and recommended the online tool guidelines provided by textbook publishers.
• Reviewed and responded to the UNC Strategic Directions Report – E-Learning Workgroup.
• Reviewed and endorsed the web policy at at http://www.ecu.edu/cs-its/policies/wwwpolicy.cfm.
• Surveyed Deans and Directors regarding unit policy regarding online teaching and training for those who teach online. Response was sparse.
• Discussed how ECU might better prepare students to take online courses.
• Reviewed and endorsed a proposal from the Office for Faculty Excellence that mentoring be provided, as desired, to those teaching online and other faculty interested in the use of instructional technology.
• Entertained suggestions regarding how course registration procedures might be altered to make it less likely that students will register for an online class without knowing it is an online class. Apparently the registration software cannot be modified. The alternative is to educate our students about how they can easily determine whether a course offering is or is not online. The DELTC committee will follow up with Jane Gysler to include information for students in the orientation video.
• Discussed the role of MOOCs at ECU.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   Resolution #13-70
   Approved by the Faculty Senate: September 10, 2013
   Approved by the Chancellor: October 11, 2013

   Resolution on online peer observations, as follows:
   The Committee supports the following resolution, with a goal for this academic year to gather more information about unit-level policies regarding what activities qualify as satisfying the annual training mandated for faculty who teach online. Faculty who serve as peer observers of online teaching are permitted to count that activity as an approved activity for the purposes of satisfying the annual DE professional development training for all faculty teaching online courses. This is limited to no more than one such observation every three years.

6. Business carried over to next year (list in priority order).
   • Continue to review feedback and monitor the use of the DE Training Modules.
   • Develop a list of experts who can be consulted for assistance with pedagogy and technology relevant to online teaching.
   • Invite University Attorney to meeting to discuss disability support services.
   • Invite Jane Gysler to meeting to discuss advisor training for online student registration.

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: Appropriate.
   B. Personnel: Appropriate.
   C. Attendance: Good.
   D. Responsibilities: Appropriate.
   E. Activities: Appropriate.
8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. None

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No

If yes, when do you prefer: ______________________________________________

Signed: Chairperson ____________________________________

Secretary ____________________________________