1. Membership (include ex-officio members) Regular: Rose Bailey (Secretary), Mark Moore, Timm Hackett (Chair), Karen Mulcahy, Monica Webb, Elizabeth Hodge (Vice-Chair), Kathleen Sitzman, Carmine Scavo, John Drake; Ex-officio Members (with vote) Biwu Yang, Anthony Britt Bob Green, Melissa Beck, Amy McMillan, Wendy Creasey, Lida Cope and Robert Bland

2. Meeting Dates (include members present*). * and members who contributed to committee action, but were not at the meeting.
   - 01/27/16: Elizabeth Hodge, Carmine Scavo, Monica Webb, Mark Moore, Timm Hackett, John Drake, Amy McMillan, Kathleen Sitzman. Ex-officio members: Wendy Creasy, Lida Cope. Guests: Ginny Sconiers (ITCS), Lori Lee (Faculty Senate), Paul Zigas (University Attorney).
   - 03/02/16: Timm Hackett, John Drake, Carmine Scavo, Ex-officio members: Lida Cope, Wendy Creasey. Guests: Ginny Sconiers (ITCS), Lori Lee (Faculty Senate).

3. Subcommittees established during the year (include progress and/or completion of work).
   Established subcommittee to clarify drafting of requirements for required evaluation of DE courses one time in a three-year period to present to the DE Committee. Subcommittee presented its findings at the December DELTC meeting. The draft from the subcommittee was passed by the DELTC committee at the January DELTC meeting and by the Faculty Senate in March 2016 (Resolution #16-24).
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 the status of the Student Readiness Project. The survey will be implemented in the summer of 2016.
   - Reviewed and decided to continue the use of Blackboard as the right choice as ECU’s LMS, in contrast to other options. Faculty and students’ familiarity with current LMS and the financial costs of a new LMS were main contributors.
   - Reviewed the current online proctoring system.
   - Reviewed and recommended the continued use of SabaMeeting as the distance education web-conferencing tool used at ECU. We will continue to review this recommendation.

5. Reports to the Faculty Senate (include dates and resolution numbers).
   - Resolution #16-24 March 15, 2016 Approved by the Chancellor: April 1, 2016 (with edits) Standard Operating Procedures for Access to Blackboard
   - Resolution #16-25 March 15, 2016 Received by the Chancellor: April 1, 2016
     - Formal faculty advice on proposed Web Content Regulation
   - Resolution #16-26 March 15, 2016 Received by the Chancellor: April 1, 2016
     - Formal faculty advice on proposed Social Media Use Regulation
   - Resolution #16-31 April 19, 2016 Approved by the Chancellor: pending
   - Revisions to ECU Faculty Manual, Part VI, Section III. Distance Education Policies, subsection VI. Evaluation of Distance Education.
     “Evaluation of Distance Education
     DE Courses and Faculty members teaching through distance education will be peer reviewed are subject to periodic review in addition to the faculty annual evaluation (at a minimum, once every three years) to assure the rigor of programs and the quality of instruction. Faculty teaching multiple DE courses will submit only one course for review.”

6. Business carried over to next year (list in priority order).
   - Provide input and support to ITCS on the roll-out of Office365.
   - Provide input on the IT Accessibility committee to ensure faculty know and use the proper ADA accommodations.
   - Work with the OFE to discover the effectiveness of the Faculty Senate Faculty Mentoring Program Pilot.
   - Work with the Foundations Committee after the summer II session pilot of the new student opinion survey.

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   A. Charge: Appropriate.
   B. Personnel: Committee Personnel Change via Faculty Senate.
   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

Signed: Chairperson, Timm Hackett
Secretary, Rose Bailey