2017-2018 Academic Year

COMMITTEE: Distance Education and Learning Technology

Membership (include ex-officio members). Regular members: Lida Cope, Ruby Yeh (Secretary 1/18-5/18), Christine Andresen (Secretary 9/17-12/17), Elizabeth Hodge, Kathleen Sitzman, John Drake, Guiseppe Getto (Vice-Chair), Heidi Bonner (Chair), Yolanda Holt; Ex-officio members: Beth Chaney, Regis Gilman, Barbara Kellam, Steve Schmidt (added January 2018), Wendy Creasey, Dan Zuberbier, Timm Hackett, Mario Hobbs (2/18-5/18), Jameson Morris (9/17-1/18)

Meeting Dates (include members present). *and members who contributed to committee action, but were not at the meeting

- 9/27/17 (organizational meeting): Guiseppe Getto, Lida Cope, Ruby Yeh, Christine Andresen, Kathleen Sitzman, John Drake; Ex-officio members: Wendy Creasey, Dan Zuberbier, Timm Hackett; Guests: John Stillier (Faculty Senate), Lori Lee (Faculty Senate)
- 10/25/17: Lida Cope, Christine Andresen, Kathleen Sitzman, Guiseppe Getto, Heidi Bonner, Yolanda Holt, Kathleen Sitzman, Elizabeth Hodge, Ruby Yeh; Ex-officio members: Wendy Creasey, Timm Hackett; Beth Chaney, Dan Zuberbier; Guests: Lauren Mink (Continuity and Emergency Planner), Elijah Wood (intern), Christopher Rivera (representing Elizabeth Hodge), Lori Lee (Faculty Senate)
- 11/29/17: Lida Cope, Christine Andresen, Kathleen Sitzman, Guiseppe Getto, Heidi Bonner, Yolanda Holt, John Drake, Elizabeth Hodge; Ex-officio members: Regis Gilman, Wendy Creasey, Dan Zuberbier, Timm Hackett; Guests: Lori Flint (IPAR), Lori Lee (Faculty Senate)
- 1/24/18: Lida Cope, John Drake, Guiseppe Getto, Elizabeth Hodge, Yolanda Holt, Steve Schmidt, Kathleen Sitzman, Ruby Yeh, Heidi Bonner; Ex-officio members: Wendy Creasey, Dan Zuberbier; Timm Hackett, Regis Gilman. Beth Chaney; Guests: Lori Lee (Faculty Senate)
- 2/28/18: Heidi Bonner, Lida Cope, John Drake, Yolanda Holt, Kathleen Sitzman, Ruby Yeh; Ex-officio members: Beth Chaney, Wendy Creasey, Regis Gilman, Timm Hackett, Mario Hobbs, Steve Schmidt, Dan Zuberbier; Guests: Ginny Sconiers (ITCS), Lori Lee (Faculty Senate)
- 3/28/18: Heidi Bonner, Lida Cope, John Drake, Kathleen Sitzman, Guiseppe Getto, Elizabeth Hodge, Ruby Yeh; Ex-officio members: Wendy Creasey, Dan Zuberbier; Timm Hackett, Steve Schmidt, Beth Chaney, Mario Hobbs, Barbara Kellam, Regis Gilman; Guests: Ginny Sconiers (ITCS), Jennifer Baysden (Continuing Studies), Lori Lee (Faculty Senate)
- 4/18/18: Lida Cope, Ruby Yeh, Elizabeth Hodge, Kathleen Sitzman, John Drake, Guiseppe Getto, Heidi Bonner, Yolanda Holt; Ex-officio members: Regis Gilman, Steve Schmidt, Wendy Creasey, Dan Zuberbier; Guests: Lori Lee (Faculty Senate)

Subcommittees established during the year (include progress and/or completion of work).

- Separate subcommittees were established to review the following documents: Statement of Academic Integrity, Standards for Online Learning, ECU Faculty Manual, Part VI, Section III (Distance Education Policies), and sections of the university catalog that pertain to DE. The revisions to the statement of integrity were passed by the DELTC at the January meeting, and standards for online learning were passed by the DELTC at the February meeting. These revisions were subsequently embedded in Part VI, Section III (Distance Education Policies) of the ECU Faculty Manual. Revisions to the remaining sections of Part VI, Section III (Distance Education Policies) of the ECU Faculty Manual were passed by DELTC at the March meeting. The revised ECU Faculty Manual, Part VI, Section III was passed by Faculty Senate in April 2018 (Resolution #18-43). Revisions to the sections of the catalog that pertain to DE were passed by DELTC at the March meeting. Suggestions pertaining to the Graduate catalog were forwarded to Continuing Studies to pass on to the Graduate School. Revisions to the University Undergraduate Catalog relating to the Office of Continuing Studies were passed by Faculty Senate in April 2018 (Resolution #18-44). Revisions to the University Undergraduate Catalog relating to distance education were passed by Faculty Senate in April 2018 (Resolution #18-45).

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

- Provided input to Academic Technologies on online polling software (summer 2017).
- Appointed member to serve on the Administrative Committee on Copyrights.
Appointed members to serve on Administrative Information Resources Coordinating Council.
Members appointed by Provost to serve on the DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS).
Appointed member to serve on the IT Accessibility Committee.
Continuity of Instruction and Contingency Plan (CICP) passed to university working group for vetting and consideration by the Policies and Procedures Review committee.
Provided feedback to Continuing Studies on the UNC-GA Online Orientation.
Provided input to IPAR regarding actions that could be taken to ensure that Distance Education Policies in the ECU Faculty Manual pertaining to “regular and substantive interaction” are followed.
Provided feedback to Academic Technologies regarding Blackboard Ally.
Reviewed and recommended WebEx as a replacement for SabaMeetng.
Solicited volunteers for DE module review (summer 2018)
Provided feedback to Academic Technologies regarding retention of learning platform data.
Provided feedback to Academic Technologies on use of reporting from Blackboard Analytics.
Solicited volunteers for Blackboard Planning pilot (summer 2018)

Reports to the Faculty Senate (include dates and resolution numbers).
Resolution #18-40  April 24, 2018 (via Committee on Committees)
Revision to committee charge to change appointed members for ex-officio members, and to include appointment to the IT Accessibility Committee as one of the committee responsibilities.
Resolution #18-34, 18-44, 18-45  April 24, 2018
Revisions to ECU Faculty Manual, Part VI, Section III. Distance Education Policies.
Revisions to the University Undergraduate Catalog relating to the Office of Continuing Studies
Revisions to the University Undergraduate Catalog relating to distance education

Business carried over to next year (list in priority order).
- Review and provide feedback to Academic Technologies on DE Modules (summer 2018)
- Participate in Academic Technologies Blackboard Planning pilot (summer 2018)
- Submit a recommendation to Faculty Senate advising equity in classroom-related technology training regardless of status as “DE Faculty.”
- Review Peer Review Instrument for Online Courses (potential revisions to go to General Education and Instructional Effectiveness Committee).
- Consider revision to DE section of Faculty Manual regarding required DE modules to the effect that they can be retaken after the first year and count as the required annual CEU.
- Consider recommendation regarding minimum use of technology for DE courses.

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

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee. None

Does the Committee’s organizational meeting next year need to be earlier than the date set this year?
If yes, when do you prefer: August 29, 2018

Signed: Chairperson Heidi Bonner
Vice Chair Guiseppe Getto
Secretary Ruby Yeh