Distance Education and Learning Technology Committee
Meeting on Wednesday, September 23, 2015 at 3:15pm in Brewster B-104.

Attendance
In attendance at DELT Committee meeting – Monica Webb, Amy McMillan, John Drake, Carmine Scavo, Bob Green, Clayton Sessoms, Biwu Yang, Timm Hackett, Ginny Sconiers, Wendy Creasey, Lida Cope, Mark Moore, Kathleen Sitzman.

Agenda

- Dorothy Muller –
  - Update on the OFE Mentor Program
    - Faculty senate approved the OFE Mentor Program. Faculty Welfare, Faculty Senate, and OFE Mentoring Program. Twenty-four faculty that have agreed to be mentors. Twenty-one mentees that want mentors. Mentors will receive a meeting request within the next two weeks. The OFE will be pairing the mentors with mentees.

- Mandy Dough, Deb Moore, and Greg Miller –
  - Update on the University DE Proctoring system
    - Deborah Moore and Greg Miller attending the meeting to discuss the
    - The College of Education wants to know if they are required to use proctoring system. 9am-8PM the proctoring is available. Currently the proctoring center does not have lockdown browser. So currently only the staff monitors students taking exams. Computers have been updated and lockdown browser is available but currently the proctoring center does not use it.
    - The concern is for DE students who are not located near campus. Proctoring site or certified individuals is not required to download lockdown browser.
    - Select close and constant supervision. Reported it to Mandy Dough and the proctor has been removed.
    - UNC System Proctor – Verify individual taking exam and use unique idea to identify students.
    - Do the students have to use the computers on site or can they use laptop to take exams.
    - Different programs have varying requirements.
    - Licensing might be the issue to use of Respondus lockdown.
    - Issue with close and constant supervision.
    - Instructor has discretion to what is required of students.
    - New options for students to request specifics
      - Annual license that allows you to meet certain requirements. Monitor the activities. Mandy handles the approval process.
    - Instructors select *requires lockdown browser*. Once the instructor the exam information. The requirements have been uploaded so if the student logins to schedule exam and a student doesn’t see it as an option they need to look online at other options.
    - COE program requires students to complete ProctorU.
    - Proctoring site is Realshop tool to record.ONSSI to store.
    - ECU pays for Respondus lockdown for ECU computers.
Suggested Steps

- Maybe this should be something that is included in the student readiness modules or even it could be placed within syllabi.

- Ginny Sconiers — Student Readiness Site: http://www.ecu.edu/cs-itcs/learning/studentready/technology.cfm
  - Student Readiness Survey
  - Annette Greir and Maria Clay set up a student readiness site.
  - Five Steps to Success for DE classes
  - Advising and Tutoring

Suggested Steps

- Tutorials (note to add lockdown browser)
- Are you ready Survey
  - Suggestion that the student’s login and it shows all their courses and it is available for every professor that has the student enrolled.

- Wendy Creasey –
  - Project Saba Meeting Review and Blackboard Review
  - The question was do we need to conduct a product comparison as opposed to focusing on increasing use and efficiency. Should we focus on tools that already exist at ECU as opposed to looking into new technology tools?
  - Kathleen has used Canvas Instructure – It is a good product but high learning curve. Structure has a linear approach and good support services.
  - IRCC Update
    - Information Security Regulation
    - Data Management
    - IBM Collaboration – shared data center – Purple Cloud
    - Central Project Office – Project Management – TeamDynamix
    - Networking Refresh – finishes December
    - DAS - Cell service at football games and other locations.
    - Pirate Port – Everything from Onestop being migrated.
  - Office365 Demo
  - Tech Fee Initiatives
    - Focusing on College Requests
    - 7000 computer rollout
    - Printing – Saved 50% in costs based on a comparison to last year’s costs. Huge reductions. Out of 15,000 only 126 exceeded their quota. Less than 1%. Less than 5% of 15,000 students.

Next Steps:

- Course Evaluation Policy – Reach out to Rita Reaves
- Results of Student Readiness Survey