COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: October 26, 2016

PERSON PRESIDING: Elizabeth Hodge

REGULAR MEMBERS IN ATTENDANCE: Kathleen Sitzman (via satellite), Lida Cope, Heidi Bonner, Bob Green, Ruby Yeh, John Drake, Christina Andresen, Dan Zuberbier, Yolanda Holt

EX-OFFICIO MEMBERS IN ATTENDANCE: Timm Hackett, Regis Gilman, Amy McMillan, Wendy Creasey

OTHERS IN ATTENDANCE: Lori Flynt, Rita Reeves

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ACTIONS OF MEETING

Agenda Item:
Review and Approve minutes—minutes from September 28, 2016 meeting approved with minor revisions

Discussion:
(add Dan Zuberbier’s name to those attending, correct spelling of Wendy Creasey’s name, remove (?) following Heidi Bonner’s name.

Action Taken:
Minutes approved by consensus with listed revisions

Assigned additional duties to:
Yolanda Holt—recording secretary to amend minutes, post on shared drive and send to all members

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Agenda Items:
1. IT Accessibility Draft Regulation and Supporting Goals
2. General Updates (e.g., DE Modules, Pilots, BB SOP, OneDrive)
3. IRCC Updates
4. Recommend placing these four documents on the committee review and update list annually
   • SACS DE Document
   • Continuity of Instruction
   • DE Contingency Plan
   • DE Modules

Discussion:
Led by Wendy Creasey
• Item #4 SACS DE be added to DELT Committee goals for the 2016-17 academic year with a plan to develop a method for ongoing communication of changes, updates and modifications based on the changing regulatory and operations (new programs, software etc.) that will occur between SACS accreditation periods. May be added to the DELTTC charge in the future.
Rita Reeves led the discussion on SACS current status

- ECU DE (online education) programs must be consistent in providing the same level and quality of on campus (face to face) instruction for them to remain accredited
  - SACS questions
    - What does the university promote as quality programming?
    - What metric does the university employ to measure that quality?
      - Refer to SACS-COC principles of Accreditation document
    - The university must report the level of specificity for each SACS principle
    - Must identify both strengths and needs under each principle
      - When needs are found, we must create and implement a plan for improvement and measure its effectiveness
    - Must be able to document the quality of programming
    - The monitoring and identification of quality is ongoing at the division and department level
  - Next SACS compliance report is due March 20, 2019
  - The new SACS principles will be available for review, likely in summer of 2017, and distributed in December of 2017.
  - Faculty Senate will be asked to review the policy on DE
  - The ongoing SACS compliance data review process may be partially automated with the program Curriculog other programs are Compliance Assist and Zytrax.
  - DELT/SACS will continue working on a method to automate the continuous review process
  - Links for the current SACS document are viewable
  - In the 2012-13 SACS compliance, no deficiencies were found
  - Discussion ended at 3:47pm

Wendy Creasey led discussion of items #1, #2, #3

- Discussion of Draft IT Accessibility Regulations and supporting goals.
- DE module updates were approved by DELT and made in the summer. UDL was added to the DE modules.
- Within the DE modules - Tegrity has been replaced with MediaSite and Second Life has been removed.
- In the Accessible Content DE training module language, has been updated to be consistent with the Multimedia slide in the Creating Accessible Content section of Bb to include information on closed captioning.
  - [http://core.ecu.edu/umc/DE_Modules/AccessibleContent/AccessibleContent.htm](http://core.ecu.edu/umc/DE_Modules/AccessibleContent/AccessibleContent.htm)
  - E.g. multimedia must be closed captioned
  - UDL should include content accessibility
  - Training module added [http://myweb.ecu.edu/student/lamerep08/UDL/index.html](http://myweb.ecu.edu/student/lamerep08/UDL/index.html)
- Quizzes removed from all modules. They will be added to the Cornerstone Test Engine
- Cross Campus Committee on IT accessibility has been created
  - We used existing regulations at institutions where there had been complaints as a guide to developing the comprehensive draft regulation for ECU.
  - We are using information from the Department of Justice request for feedback to inform our current understanding of the accessible compliance and to create supporting goals and ultimately a regulation.
  - The IT Accessibility draft was reviewed by the IT Accessibility committee which includes participation from the university attorney’s office.
  - The pending update to the Web Regulation will use WCAG 2.0
- The university has purchased Site Improve which is a program that scans websites and provides a report on broken links, misspellings, and accessibility issues.
In the web standards, there is a requirement that all web pages must have a link to reporting of barriers for ADA compliance.

We will work with this committee on input regarding additional training and Instructional materials for faculty and support for faculty and instructors.

Automatic close captioning is likely to be built into many tools in future iterations.
- Currently these products are still in development.

Procurement
- New online form has been completed.
- All new software purchases must be ADA compliant.
- Items such as mice and monitors are exempt.
- There are exceptions to this rule if modifications would fundamentally alter tool. In this case an alternative action plan must be put in place and approved by the ADA Coordinator.

Motion to approve the draft ITCS Disability regulation moved by John Drake and seconded by Lida Cope approved by voice vote.

Updates on goals moved to next meeting.

Action Taken:
ITCS Accessibility Regulation approved.
Standing agenda item added for updates on SACS/IPAR.

Assigned additional duties to:
Heidi Bonner is a member of SACS/IPAR ad hoc committee and will provide regular updates to DELT committee.

Agenda Item:
Nominate individual to attend Tuesday Faculty Officers meetings 4-5pm in 142 Rawl.

Discussion:
Timm Hackett volunteered to attend the Tuesday meetings. Next meeting is November 15th.

Action Taken:
Committee agreed by consensus.

Assigned additional duties to:
Timm Hackett will attend as DELT committee representative.

Meeting was adjourned at 4:30pm.

NEXT MEETING:
December 2, 2016 at 3pm in B Brewer 104.

ITEMS TO BE DISCUSSED:
- Create goal/Develop plan to communicate changes re: DELT Goal #4 to all stakeholders
- Standing Agenda item SACS/IPAR updates—Heidi Bonner
- Updates on DELT goals