Revised

COMMITTEE: Distance Education and Learning Technology

MEETING DATE: September 28, 2016

PERSON PRESIDING: Guiseppe Getto

REGULAR MEMBERS IN ATTENDANCE: Lida Cope, Ruby Yeh, Elizabeth Hodge, Kathleen Sitzman (via satellite), John Drake, Guiseppe Getto, Heidi Bonner, Dan Zuberbier, Yolanda Holt

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

OTHERS IN ATTENDANCE: Kylie Dotson-Blake, Lori Lee

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ACTIONS OF MEETING

Agenda Item:
Elect officers

Discussion:
Initiated by Kylie Dotson-Blake with the committee’s charge Faculty Senate Resolution # 15-55, May 2015. At the reading of the charge it was noted that item’s 4B, I, and G needed to be revised. Open discussion on the election of committee officers began. Previous committee members Timm Hackett and Elizabeth Hodge provided information on the available support for new officers. Timm Hackett suggested that he would be willing to accept the open position to serve as a regular committee member through the 2018 term to serve as an officer if no new members wished to serve. Lori Lee suggested that new members be encouraged to serve. Kylie Dotson-Blake provided, that all new committee members had the capacity to serve and would receive necessary support. Discussion of having a previous chair serve as vice chair for the 2016-2017 year was discussed. Discussion continued and members volunteered for the listed positions; chair, vice chair, secretary and the committee positions Committee on Copyrights (1) and Information Resources Coordinating Council Committee (IRCC) (2). The volunteers were Guiseppe Getto, chair, Elizabeth Hodge, vice-chair, Yolanda Holt, secretary, Ruby Yeh, Committee on Copyrights, Timm Hackett and John Drake IRCC.

Action Taken:
The volunteers were slated and elected by vote of acclimation, Heidi Bonner moved for motion. The motion was seconded by Amy McMillan. Motion carried with unanimous vote of members present.

Kylie Dotson-Blake excused herself following the election of officers and committee members.

Assigned additional duties to:
Lori Lee volunteered to update the charge and forward the revised charge via e-mail for committee members to review.
All members to review and affirm or reject the revised charge

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Agenda Item:
Business Carried forward from 2015-2016
- Provide input and support to ITCS on the roll-out of Office 365.
- Provide input on the IT accessibility committee to ensure faculty know and use the proper ADA accommodations.
- Work with OFE to discover the effectiveness of the Faculty Senate Faculty Mentoring Program Pilot.
- Work with the General Education and Instructional Effectiveness Committee after the summer II session pilot of the new student opinion survey.
- Appoint a member to serve on the Administrative Committee on Copyrights (1)
- Appoint two members to serve on the Administrative Information Resources Coordinating Council (2)

Discussion:
- Provide input and support to ITCS on the roll-out of Office 365.
  - Timm Hackett reported the program is in Beta
  - One Drive will increase from 1 to 5 terabytes
  - FERPA has approved the use of the system to manage and store student data
  - Guiseppe Getto asked if we would continue to use the system
  - Tim Hackett stated that updates would occur from the various committees as the project moved forward
- Provide input on the IT accessibility committee to ensure faculty know and use the proper ADA accommodations.
  - Kim McDonald representing Wendy Creasy stated the someone from IT would bring the draft recommendations to the next meeting
  - The committee will need to provide input and feedback to IT on access and ease of use
  - Lida Cope suggested a process be developed to assess student access to course content
  - Kim stated that One Drive for instruction would be updated to include DE modules for UDL, Bb and SOP (student opinion of teaching survey) based on PRR (policy, rules and regulations) provided to the committee in the 2015-2016 academic year.
- Work with OFE to discover the effectiveness of the Faculty Senate Faculty Mentoring Program Pilot.
  - There are three continuing mentor-mentee pairs
  - Total of 21 pairs for the 2016-2017 academic year
  - OFE will provide a report on the success of the program at the end of year 2.
  - The data collection process has been modified.
- Work with the General Education and Instructional Effectiveness Committee after the summer II session pilot of the new student opinion survey.
  - George Bailey will need to be invited to report on instructional effectiveness, SOP, the new program for student opinions of teaching is titled BLU
- Appoint a member to serve on the Administrative Committee on Copyrights (1)
  - Ruby Yeh elected by acclimation
- Appoint two members to serve on the Administrative Information Resources Coordinating Council (2)
  - John Drake and Timm Hackett elected by acclimation

Action Taken:
Committee members elected

Assigned additional duties to:
None

Agenda Item:
New Business
Elizabeth Hodge asked for new goals from represented committees:
November meeting date needs to be scheduled
Meeting times need to be confirmed

Discussion:
Continuing Studies – Regis Gilman, none at this time, will follow up if that changes
Library—Dan Zuberbier, none at this time.
Timm Hackett stated that we need to invite someone in to speak on Eduroam. The program allows visiting faculty and staff from other universities to connect via ECU using their university’s credentials (so long as they are Eduroam members).
Timm Hackett reported that Matt Long has updated Bb, an app for faculty is coming, the updates to Bb now include an action to automatically drop students from merged classes. Previously a two-step process was required.

Action Taken:
November meeting scheduled by affirmation for November, 30th 2016 at 3pm in B Brewer Room 104.
Meeting time affirmed as 3pm

Assigned additional duties to:
Committee officers will communicate via e-mail to prepare additional agenda items for October 26th meeting.

Meeting was adjourned at 4pm

NEXT MEETING:
October 26, 2016 at 3pm in B Brewer 104

ITEMS TO BE DISCUSSED:
- The revised committee charge
- Finalize goals for the committee
- Eduroam, Office 365 and Blackboard