Revised

COMMITTEE: Distance Education & Learning Technologies Committee

MEETING DATE: October 25, 2017

PERSON PRESIDING: Heidi Bonner, Chair

REGULAR MEMBERS IN ATTENDANCE: Heidi Bonner, Christine Andresen, John Drake, Guiseppe Getto, Lida Cope, Yolanda Holt (Skype). Unable to attend: Kathleen Sitzman, Regis Gilman, Beth Chaney, Ruby Yeh

EX-OFFICIO MEMBERS IN ATTENDANCE: Timm Hackett, Wendy Creasey

OTHERS IN ATTENDANCE: Lauren Mink (Continuity and Emergency Planner), Elijah Wood (intern), Christopher Rivera representing for Elizabeth Hodge, Lori Lee

ACTIONS OF MEETING

Approval of September 2017 minutes: yes, with changes

Updates:

- DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner)
  - Nothing to report yet but coming soon and things we do in DELTC impact this, including things we have to pass through faculty senate
- Committee on Copyrights (Kathleen Sitzman)
  - No report
- Information Resources Coordinating Council IRCC (John Drake, Ruby Yeh)
  - Met this morning (10/25) and discussed:
    - Microsoft Teams a collaboration tool, piloting currently, plan to roll out as soon as we know for sure that it will work for us
    - Not moving forward with an increase in student technology fees at this time
      - ECU has the 13th lowest technology fees in the state!
    - Blackboard integrative reports faculty can turn on in their courses to see how much time students are spending in the course
      - Essentially a “fit bit” for learning
- October 31 Faculty Officer/UCC Chair Meeting
  - No update at this time but they talk about all kinds of issues so anyone can go. Heidi will email to see if anyone else on DELTC can go to represent us.

Action and/or further discussion:

- Review of draft combined Continuity of Instruction and Contingency Plan (CICP) (Wendy Creasey & Lauren Mink)
  - Additional discussion: Who starts this review process, who else needs to review, who has final approval, where is it housed?
    - Should the University Calendar Committee website be it’s primary home? Where else should it be linked? Office of Continuing Studies Website?
  - Last year’s working group decided that it “just made sense” to combine those documents. It is somewhere on the calendar committee page. One of the outcomes needs to be that this document lives in one place that all other departments and groups will link to. This will help us avoid our current situation where there are various versions of these documents all over the ECU website
Lauren Mink: we are currently working with SoDM, CAHS, BSOM, English, Nursing (completed) to develop their Continuity of Operations plans

- These plans cover everything from required classes to clinical hours, LMS elements, etc. If a department is involved with academics/instruction, student support, healthcare, research, or critical business/finance then it should have a continuity plan
- This is not an ECU requirement yet, but there is an online template
- This goes beyond a hurricane or other emergency. Institutional knowledge will be leaving us in the next 3-5 years and this plan helps maintain the continuity of knowledge

The DELTC Continuity of Instruction and Contingency Plan report has recommendations but is not required, so it is great in terms of developing your own plan; however, it would be more meaningful if it was required to be adopted by individual departments or entire schools/colleges

- This report could be used as a guide to help a department develop their Continuity of Operations plan
- It could be made a requirement if passed by Faculty Senate

There is nothing currently in the DELTC CICP that spells out what to do in the three levels of adverse weather

- Remember the hurricane last October (2016), faculty need this
- We need this for SACS as well
- We will work to line the adverse weather policy to the CICP

Lauren says that HR is developing a chart to designate what everyone (faculty, staff, students) should do for each of the adverse weather designations, so we should probably add a link to that in the CICP

- Also add a line about paying attention to whatever the administration sends out to guide you through your instructional responsibilities

A discussion was had about whether or not there are syllabus requirements related to a continuity of instruction plan? What's required and what's optional/recommended? Either by ECU or by SACS?

- Departmental Continuity of Operations plans could be developed using Lauren’s online template and linked in all syllabi for consistency
- Are there other syllabus requirements in the faculty manual, if so should this be with it?
- Does it say anywhere that your syllabus has to be in blackboard? Is it in a pandemic document or something? Maybe SACS? Heidi will follow up with Rita Reeves or Regis to figure it out

DELTC decided to table this for now b/c we have language we want to add and/or we need to determine if we are bringing it forward as a requirement or a recommendation to Faculty Senate

- Motion to table - first - Timm Hackett, second - John Drake

- Proposed dates for TBD meetings – November 15 and April 18 (Lori Lee)
  - We will meet on November 29th
  - Just FYI this means we won’t report to the faculty senate until January 2018
  - April 18th confirmed

- Finalize goals and determine deadlines
  - Goals are approved – subcommittees formed you can either use OneDrive or Microsoft Teams

- Create subcommittees for document review (Statement of Integrity, Standards for Online Learning)
  - Statement of Integrity Subcommittee: Lida Guiseppe, Yolanda
  - Standards for Online Learning Subcommittee: Dan, Wendy, John
Goal 9 subcommittee: Timm, Heidi, Christine, Regis, Elizabeth

- Divide DE modules among committee members to review and update as needed.
  - Tabling b/c we won’t need them until April 2018

Future business:
- Plan for revising/updating the ECU Faculty Manual, Part VI, Section III. Distance Education Policies
- For standard review documents: Determine who starts the process, who else needs to review, who has final approval, where is it housed?

John Drake moves to adjourn and Yolanda seconds

The next meeting will be held November 29, 2017 at 3:00pm in Brewster B-104.

Revised Draft of Goals

   a. Hoping to have done by Nov meeting
2. Examine Statement of Integrity to identify necessary revisions. Investigate adding it to the Faculty Manual and cross-posting the documents in all appropriate places.
   a. February 2018
3. Examine Standards for Online Learning to identify necessary revisions. Investigate adding it to the Faculty Manual and cross-posting the documents in all appropriate places.
   a. February 2018
4. Serve as resource for DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) and review the report that the subcommittee provides.
   a. Ongoing
5. Review and provide feedback on the DE Modules with a plan for Academic Technologies to make the changes in early summer of 2018.
   a. Will be updating over the summer so April 2018 deadline
6. Review data retention and removal procedures for primary learning platforms such as SABA, Blackboard, Mediasite, etc.
   a. As needed
7. Provide feedback on Webex pilot as a possible Saba replacement.
   a. As needed
8. Provide feedback on Blackboard product upgrades such as Blackboard Ally, Ultra, etc.
   a. As needed
9. Update the ECU Faculty Manual, Part VI, Section III. Distance Education Policies
   a. March 2018