COMMITTEE: Distance Education & Learning Technologies Committee

MEETING DATE: November 29, 2017

PERSON PRESIDING: Heidi Bonner, Chair

REGULAR MEMBERS IN ATTENDANCE: Heidi Bonner, Christine Andresen, Guiseppe Getto, Lida Cope, Yolanda Holt, Kathleen Sitzman (Skype). Unable to attend: Timm Hacket, John Drake

EX-OFFICIO MEMBERS IN ATTENDANCE: Wendy Creasey, Regis Gilman, Dan Zuberbier

OTHERS IN ATTENDANCE: Lori Flint (Director of Planning and Accreditation, IPAR), Lori Lee

ACTIONS OF MEETING

Approval of October 2017 minutes: yes

Updates:
- The current secretary is leaving ECU and a replacement committee member will be added.
- DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner)
  - The committee will be going on a retreat in January.
- Committee on Copyrights (Kathleen Sitzman)
  - Committee is working with university copyright officer, Angela Dresselhaus, to develop training modules. The committee is also investigating an image/video database subscription for the university. In the meantime, the library will work to promote the resources for images/video/audio that are already available for ECU affiliated users:
    - https://www.lib.ecu.edu/databases/format/images
    - https://www.lib.ecu.edu/databases/format/videos
    - http://libguides.ecu.edu/c.php?g=168838&p=1107864
- Information Resources Coordinating Council (IRCC) (John Drake, Ruby Yeh)
  - Discussed scheduled upcoming BB downtime over winter break.
    - Something to keep in mind: this wouldn’t be an issue if we cloud hosted
- IT Accessibility Committee
  - Revised committee goals and charge
- Continuity of Instruction and Contingency Plan (CICP) vetting process (Regis Gilman) – this document will be vested by a group made up of representatives from Environmental Health & Safety and ITCS to get their feedback before it goes to faculty senate. The group is also consulting with colleagues at institutions to gather feedback. Also, the word “pandemic” has been removed from the document and replaced with “regional disasters”

Action and/or further discussion:
- Another goal added to the DELT 17-18 goals related to our charge – to review Undergraduate and Graduate catalogs for items pertaining to DE.
  - Goal # 10: Review DE-related sections of University Undergraduate Catalog and University Graduate catalog and suggest revisions as necessary. (complete March meeting)
- Discussion about revising our charge to include one DELT committee member to serve on the IT Accessibility Committee (sent to the Committee on Committees – will update charge and bring to Faculty Senate)
- Progress and next steps:
Statement of Integrity: in-process and finishing up. Expected to be ready to present at the Jan 24, 2018 DELT meeting before going to Faculty Senate on Jan 30, 2018

Standards of Online Learning: in-process and not expected to be ready to present until later meeting

DE Section of Faculty Manual: in-process and not expected to be ready to present until later meeting

Lori Flint: (see attachments sent out by Lori Lee following the meeting)
- Discussion about WGU’s audit and resulting fine, and how we at ECU can ensure that we are never in a similar situation (ie. How can we be sure our policies from Faculty Manual are being followed?).
  - Ideas include having dept chairs be responsible for ensuring compliance with Faculty Manual, creating a specific DE module focusing on this issue to raise awareness as a required training or annual refresher, recommending specific offerings during annual refresher period, and to have more regular reminders of trainings
- Good that we are presently revising Online Standards of Learning and recommendation to look at other institution’s standards

Future business:
- Syllabi in Blackboard courses (potentially considered as part of the continuity/contingency of instruction)
- Blackboard Ally demo (Wendy) (postpone to Feb meeting)

Yolanda Holt moves to adjourn and Elizabeth Hodge seconds

The next meeting will be held January 24, 2018 at 3:00pm in Brewster B-104.

Revised Draft of Goals

1. Review Updated and Combined Continuity & Contingency Plan document (on hold pending institutional vetting)
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. (in progress – complete January meeting)
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. (in progress – complete February/March meeting)
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. (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. (March 2018)
6. Review data retention and removal procedures for primary learning platforms such as SABA, Blackboard, Mediasite, etc. (as needed)
7. Provide feedback on Webex pilot as a possible Saba replacement. (as needed)
8. Provide feedback on Blackboard product upgrades such as Blackboard Ally, Ultra, etc. (as needed)
9. Update the ECU Faculty Manual, Part VI, Section III. Distance Education Policies (complete February/March meeting)
10. Review DE-related sections of University Undergraduate Catalog and University Graduate Catalog and suggest revisions as necessary. (complete March meeting)