COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: January 25, 2017

PERSON PRESIDING: Guiseppe Getto

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

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

OTHERS IN ATTENDANCE: Ginny Sconiers, Lori Lee

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ACTIONS OF MEETING

Agenda Item:
Review and Approve minutes—minutes from October, 26th and November, 30th meeting

Discussion:
NA

Action Taken:
Minutes approved by consensus

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

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Agenda Item:
Subcommittee Reports

• Report on review of the following documents:
  o SACS DE Document – Regis Gilman, Jennifer Baysden (advisor), Wendy Creasey, Ginny Sconiers (advisor)
  o Continuity of Instruction & Contingency Plan – Ginny Sconiers (advisor), Jennifer Baysden (advisor), Christen Andresen, John Drake, Lida Cope
  o Statement of Integrity – Regis Gilman, Elizabeth Hodge, Heidi Bonner, Kathleen Sitzman
  o ECU Standards for Online Learning – Amy McMillan, Wendy Creasey, Heidi Bonner, Tim Hackett, Ruby Yeh

Discussion:
• Lida Cope request time for discussion
• Wendy Creasey recommended update from University attorneys re: IT accessibility
• Group consensus to break out from 3:05-3:15 and allow groups to discuss and present subcommittee reports
• Meeting resumed at 3:15
• Reports
  o SACS DE Document – Regis Gilman, Jennifer Baysden (advisor), Wendy Creasey, Ginny Sconiers (advisor)
    • Strategies to update the relevant portions of the document moving forward
  • Regis Gilman→changes will be completed for the 2012-2019 period only. Additional changes will be made moving forward
Heidi Bonner asks who the responsible people/parties are as the document is a living document and changes will consistently occur. Requests clarification and separation of tasks for the DELTC committee. What is the committee’s role in this process?

Consensus is the committee will have a limited role specific to the committee charge. The committee will not be responsible for managing ongoing changes in the SACS DE Document beyond the charge.

- **Continuity of Instruction & Contingency Plan** – Ginny Sconiers (advisor), Jennifer Baysden (advisor), Christen Andresen, John Drake, Lida Cope
  - Clarification of terminology
  - The focus is internet/web based
  - Minor copyediting needed
  - Otherwise the document is in good shape. No major changes needed.

- **Statement of Integrity** – Regis Gilman, Elizabeth Hodge, Heidi Bonner, Kathleen Sitzman
  - Substantive revision of the document is needed
    - Broken links
    - Language is not user friendly
    - Document needs to be separated into usable components e.g.,
      - Faculty training
      - Need to have tabs inserted that allow the user to navigate the document
      - The document needs to be embedded into courses with automatic pop-ups to provide easier access to the material
    - Faculty need to be trained on how to use the document, embed into courses and implement the document. Training could occur through OFE
    - The proctoring center is not listed in the document
    - The document is separated and multiple versions exist in various locations
      - Currently located under faculty resources
      - Embedding the document will increase the ability for users to access and use the document efficiently

- **ECU Standards for Online Learning** – Amy McMillan, Wendy Creasey, Heidi Bonner, Tim Hackett, Ruby Yeh
  - Ginny Sconiers the document needs in large part to be rewritten
  - Standards are not specific to the online environment
  - Document reads vaguely with respect to the current iteration of DE
  - The distinction between DE and On-Campus needs greater clarification
  - Discussion on improving the document is ongoing

**Action Taken:**
Discussion concluded

**Assigned additional duties to:**
NA

**Agenda Item:**
Wendy Creasey

- **General Updates (e.g., DE Modules, Pilots, BB SOP, OneDrive)**
  - Met with NCSU
  - Documents (ECU/NCSU) have consistent language
  - Changes will be made to ECU documents as required/mandated
  - Links will be added (E.g. online standards, exemptions, exceptions etc.,)
  - Closed captioning will be completed/added to ensure full accessibility
  - Courses should be kept private until they meet required standards of accessibility
Requests can be made via ITCS tickets (by faculty) to help make documents accessible; assist with new purchases
- Bb has purchased a tool (ALLY) that creates five different accessible versions of each uploaded file

**IRCC Update**
- Updated regulations were sent out in Tech Digest
- ITCS can track views and user access of the Tech Digest
- Allows ITCS to evaluate how people are using the newsletters

**Discussion:**

**NA**

**Action Taken:**

**NA**

**Assigned additional duties to:**

**NA**

**Agenda Item:**

**2016-2017 DELTC Goals**

1. **Goal One:** Assist the Office of Assessment and Accreditation with the development of 5th year SACS report for 2017-18.
2. **Goal Two:** Review and provide suggestions regarding the Information Technology Accessibility Regulation.
3. **Goal Three:** Update the Distance Education and Learning Technology Committee Charge.
4. **Goal Four:** Provide suggestions and oversight for the development of the Blackboard Standard Operating Procedures and Regulations.
5. **Goal Five:** Review and provide suggestions for updated Distance Education modules.
6. **Goal Six:** Work with OFE to discover the effectiveness of the Faculty Senate Faculty Mentoring Program Pilot.
7. **Goal Seven:** Review the policies for Continuity of Instruction.
8. **Goal Eight:** Review the policies for the DE Contingency Plan.
9. **Goal Nine:** Review DE programs in relation to SACS Accreditation.

**Discussion:**

- Lori Lee→ goals need to be prioritized
  - Need faculty feedback but not oversight on some of the document
  - For example the Manual needs feedback, but other documents should be managed in the committees that created them
  - Our committee has a specific focus on Distance Education and Learning technology. Committee must narrowly focus on those specifics to function as intended.
  - Goal #3 is to revise the charge
  - The regulations need to be moved to the appropriate groups
    - #2 Blackboard standards
    - #4 Information technology assessments
      - These need to move quickly out of our committee so that they can go through the committees, faculty senate and into practice
  - Goal #7 Continuity of Instruction and
  - Goal #8 DE Contingency Plan are to be completed in a separate committee (Regis Gilman-SACS IPAR)
  - The listed goals 2,4,7,8 will soon be written and sent out for faculty review to DELTC then to the full faculty senate then to the university administration
  - We must act in a timely manner for the work to be completed

- Ginny Sconiers→ Goal # 6 and # 8 are currently being addressed
- Goal #9 is being addressed through videos on how to implement and use the accessibility standards
- Goal #5 is ongoing

- Guiseppe Getto → the current version of the charge will be sent out via e-mail for review and comment. This will allow DELTC to complete our advisory role on the other documents
- Lori Lee → SACS #1 can be moved to the fall (2017-2018)
- Wendy Creasy → accessibility and cloud information will need a second item. This can become a regulation.

Action Taken:
Plan of Action
1. Send out current version of charge to be approved, commented on or amendment prior to next scheduled DELTC meeting
2. Regulations
   a. Accessibility
   b. Faculty resources
      i. These items should move forward to the academic council, perhaps by March 2017.
3. Ginny Sconiers → Point of discussion
   a. The continuity, integrity, and standards are three inter-related documents that need to be linked in some way. This could occur through the regulations.

Assigned additional duties to:
NA

Agenda Item:
Heidi Bonner

- SACS/IPAR updates

Discussion:
Included in Subcommittee report see above

Action Taken:
NA

Assigned additional duties to:
NA

Meeting was adjourned at 4:30pm

NEXT MEETING:
February, 22 2017 at 3pm in B Brewer 104

ITEMS TO BE DISCUSSED:
- Academic Council → Faculty Senate
- Bb regulations
- Cloud regulations