COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: February 22, 2017

PERSON PRESIDING: Guiseppe Getto

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Amy McMillan, Dan Zuberbier,

OTHERS IN ATTENDANCE: Ginny Sconiers, Lori Lee

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ACTIONS OF MEETING

Agenda Item:
Review and Approve minutes—minutes from January 25th meeting

Discussion:
Remove Rita Reeves name, not in attendance
Action Taken:
Name removed.
Minutes approved by voice vote with revision as noted above.

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

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Agenda Item:

• Discussion of revised goals and work remaining for the academic year
  1. **Goal One:** Assist the Office of Assessment and Accreditation with the development of 5th year SACS report for 2017-18. Tabled until the fall of 2017
  2. **Goal Two:** Review and provide suggestions regarding the Information Technology Accessibility Regulation.
  • Review and provide suggestions
  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.
  • Suggestions and oversight to Bb SOP
  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. Currently being addressed through videos on how to implement and use the accessibility standards.

Discussion:
Ginny Sconiers → Accessibility documents for Goal 4 are still in progress
Lori Lee → DELTC will review and formally vote on those when completed
  • Subcommittee → for accessibility regs → will be reviewed with Ginny & Wendy
Members → Elizabeth Hodge; Lida Cope; Dan Zuberbier, will provide feedback to full DELT committee
Ginny Sconiers → need to talk through Bb SOP—Access for faculty going forward as PRR
   → Suggests granular level of privileges and tool names be removed as the names may change in the future due to program updates etc.,

■ Open Discussion
   o Remove the role permission section from each role and make available on a separate web page (to be developed). Those items will be referenced in the Bb access and role descriptions document.
■ Motion made to Remove the role permission section from each role and make available on a separate web page (to be developed). Those items will be referenced in the Bb access and role descriptions document.

Action Taken:
Motion carried by voice vote

Assigned additional duties to:
NA

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Agenda Item:

- Discussion of workflow for accomplishing remaining goals
  - Goal 3: complete during today’s meeting and send out to faculty senate
  - Goal 2 and 4: Subcommittees will meet, review, and make written suggestions to the committee for March meeting so that these documents can be sent out for review to faculty senate
  - Goal 5: Status update?
  - Goal 6: Plan for actually assessing effectiveness?
  - Goal 7 and 8: Status update from Regis Gilman
- Existing subcommittees
  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:
Open Discussion:
   Accessibility Bb SOP to be moved forward to Faculty Senate during 2016-17 academic year

Goal 5
DE Modules—review and feedback over the summer→no status change at this time→tabled until August

Goal 6
OFE mentoring program – Dorothy Mueller→ data to be provided in August→carried over to Fall 2017-18 academic year

Goal 7 & 8
7 Continuity of Instruction
8 DE Contingency Plan
--reviewed and updated by Ginny Sconiers (Advisory from ITCS)
--Christin Andresen, Wendy Creasey (ITCS) and Jennifer Baydseen
--Add Documents to Faculty manual to clarify #7 & 8
--Regis to bring documents to March meeting
  → vote DELTC
  → add link to the data in the manual
  → Ask Regis for
  1. Statement of Academic Integrity
  2. Continuity of Instruction
  3. DE Contingency Plan
these documents will be used for discussion in March

Action Taken:
Plan for March meeting
--we will plan SOL for future
--subcommittees to plan for March Meeting
  → Continuity of Instruction, Contingency Plan, Statement of Integrity

Assigned additional duties to:
NA

Meeting was adjourned at 3:55 pm

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

ITEMS TO BE DISCUSSED:
Plans for SOL for future
Continuity of Instruction
Contingency Plan
Statement of Integrity