COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: March 22, 2017

PERSON PRESIDING: Elizabeth Hodge

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Dan Zuberbier, Timm Hackett

OTHERS IN ATTENDANCE: Regis Gilman, Wendy Creasey

 ACTIONS OF MEETING

Agenda Item: Review and Approve minutes—minutes from February 22nd meeting

Discussion: none

Action Taken: Minutes approved by voice vote

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

Agenda Item: What we need to accomplish during this meeting in anticipation of April 18th Faculty Senate presentation

Please note that copies of the documents will be distributed at meeting. Additionally, there has been some discussion to table certain documents to carry over to next year. Full update will be provided during meeting.

Vote on proposed Information Technology Accessibility Regulation: ALLY approved to test in the fall in Fall of 2017. Ally cannot go into production until May 2018 after a successful testing period.

1. Vote on proposed revisions to the ECU Faculty Manual, Part VI, Section III. Distance Education: Action tabled

2. Vote on Continuity of Instruction and Contingency Plan:
   a. Action tabled. A working group will be formed to work over the summer and prepare a document for presentation to DELTC in Fall of 2017. The group will work on COI and fostering academic integrity. See #’s 4 and 5 below

3. Vote on Statement of Integrity: Action tabled

4. Vote on Standards for Online Learning: Action tabled
   a. Wendy Creasey and Regis Gilman will form internal working groups in their respective committees and work on this over summer 2017. DELTC member Kathleen Sitzman interested in providing feedback to the working group, also Elizabeth Hodge.
5. Vote on BB Standard Operating Procedures: put off until Fall;

Discussion:
#’s 3, 4, 5 see notes above.
Cloud Reg’s have been drafted; online tools drafted.
# 1 ongoing as discussed above.

Action Taken:
Group approved the edited version of the draft document by voice vote.

Assigned additional duties to:
DELTC president to take the approved document to faculty senate for vote.

Agenda Item:
Wendy Creasey
1. Tegrity timeline for transition → to VoiceThread or MediaSite
   a. Tegrity will be turned off in upcoming year → faculty notice sent via e-mail** approximately 200 faculty still use Tegrity. Recordings will be converted for faculty users of Tegrity.
   b. Faculty training for VoiceThread and MediaSite is offered to help with the transition.

2. Pilots for the summer →
   a. WebEx → will be used in addition to Skype for business for faculty and staff → evaluate as a possible replacement for SABA
   i. WebEx has a CirQlive Plug-In
   b. Evaluate online versions such as Poll Everywhere; Top Hat → online versions of clickers → Fall 2017

Discussion:
DELTC will WebEx charter for instructional use. Online clickers will be available for trial.

Action Taken:
DELTC voted approval by voice vote → evaluate WebEx as a substitute for SABA

Assigned additional duties to:
Wendy Creasey will initiate this process and keep DELTC updated

Agenda Item:
Dorothy Muller - Update on Faculty Senate Faculty Mentoring Program Pilot

Discussion: unable to attend – will schedule next Fall.

Action Taken:
NA

2016-2017 DELTC Goals
1. Goal One: Assist the Office of Assessment and Accreditation with the development of 5-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

Meeting was adjourned at 4:10 pm

**NEXT MEETING:**
April, 26 2017 at 3pm in Brewster B-104