COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: April 26, 2017

PERSON PRESIDING: Guiseppe Getto

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Dan Zuberbier

OTHERS IN ATTENDANCE: Christen Andresen, Wendy Creasey, Dorothy Mueller

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ACTIONS OF MEETING

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

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

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Agenda Item:
Review of goals for the year
2016-2017 DELTC Goals

Discussion:
All nine goals were discussed. The committee established the following:
2. Goal Two: Review and provide suggestions regarding the Information Technology Accessibility Regulation. Met
3. Goal Three: Update the Distance Education and Learning Technology Committee Charge. Met
4. Goal Four: Provide suggestions and oversight for the development of the Blackboard Standard Operating Procedures and Regulations. Has moved out of committee to Faculty Senate. Committee responsibility has been met.
5. Goal Five: Review and provide suggestions for updated Distance Education modules. Met
6. Goal Six: Work with OFE to discover the effectiveness of the Faculty Senate Faculty Mentoring Program Pilot. Met with today’s report from Dorothy Mueller. The goal will be revised in fall of 2017-2018 academic year.
7. Goal Seven: Review the policies for Continuity of Instruction. Met, but will continue. Tabled until fall 2017-2018 academic year. This goal needs to be integrated into the faculty manual. The goal will be rewritten next academic year.
8. Goal Eight: Review the policies for the DE Contingency Plan. Met, but will continue. Tabled until fall 2017-2018 academic year

**Action Taken:**
As listed in text above after each goal.

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**Agenda Item:**
Discussion of annual report

**Discussion:**
General discussion of goals as listed in agenda item 1 above. Vice Chair, Elizabeth Hodge, will compile data for annual report in consultation with the Chair, Guiseppe Getto. The report will be sent to all members via e-mail for discussion, comment, or revision and approval.

**Action Taken:**
Committee, by consensus agreed to review and vote on the annual report via e-mail.

**Assigned additional duties to:**
Vice-Chair and Chair to coordinate and compile data for annual report.

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**Agenda Item:**
Dorothy Muller

1. Update on Faculty Senate Faculty Mentoring Program Pilot

**Discussion:**
Written summary of two-year pilot provided. Attached. General findings
Year 1 mentors and mentees (n=25) completed the protocol and were interviewed. Minimal to no vetting completed. Gathered data were used to inform year 2.
Year 2 selected mentors (n=15) were required to have a letter of support from the department. Specific guidelines were provided for pairs along with a contract and expectations for the relationship. A mentoring journal and individual development plan was completed.
Positive outcomes included redevelopment of a DE course, planning and guidance on progress to tenure; course redesign,
More data and documentation from the pairs is needed to fully evaluate the efficacy of the program.

Other universities have heard about the program and are interested in outcomes.

The Welfare committee endorses continuation and may provide support in the form of support personnel to help with volunteers in the department.

**Action Taken:**
Committee by consensus recommends the program continue.

**Assigned additional duties to:**
Kathleen Sitzman is interested in working with a DE component for faculty mentoring. There is a need for DE mentoring as the DE classroom is unique. Since ECU has been identified as a state leader in the field of DE education mentoring in this area would be appropriate.
Agenda Item:
Report on Faculty Senate meeting (Wendy Creasey)

Discussion:
IT Accessibility Regulation passed by Faculty Senate with no discussion.

Action Taken:
NA

Assigned additional duties to:
NA

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Agenda Item:
Wendy Creasey
General updates

Discussion:
General discussion of goals as listed in agenda item 1 above. Vice Chair, Elizabeth Hodge, will compile data for annual report in consultation with the Chair, Guiseppe Getto. The report will be sent to all members via e-mail for discussion, comment, or revision and approval.

Action Taken:
Committee, by consensus agreed to review and vote on the annual report via e-mail.

Assigned additional duties to:
Vice-Chair and Chair to coordinate and compile data for annual report.

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Additional information
John Drake
-email archiving is moving to “the cloud”
-Smart Classroom standards were discussed at the IRCC and a prioritized list of 110 classrooms is awaiting funding approval.

Guiseppo Getto
-DELTC charge has been passed to the Chancellor with no major revisions
-the representation of transgender students in Banner has come up as a point of discussion in faculty meeting. Wendy Creasey will follow-up to ensure the issue is passed to the appropriate IT Director who can determine if adjustments are available in the online system to more accurately reflect the student’s gender expression.

Meeting was adjourned at 3:40 pm

NEXT MEETING:  Fall 2017 at 3pm in B Brewer 104

ITEMS TO BE DISCUSSED: Organizational meeting for the 2017-2018 academic year