COMMITTEE: Distance Education & Learning Technology Committee

MEETING DATE: January 24, 2018, 3-4:30 PM, Brewster B-104

IN ATTENDANCE: Lida Cope, John Drake, Guiseppe Getto (Vice Chair), Elizabeth Hodge, Yolanda Holt, Steve Schmidt, Kathleen Sitzman, Ruby Yeh

Unable to attend: Heidi Bonner, Regis Gilman

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

GUEST: Lori Lee

ACTIONS OF MEETING

Announcement: Steve Schmidt has been added as an ex-officio member to DELTC (as a representative from Graduate School filling the seat of the REDE representative)

Approval of minutes —Minutes from November 29th meeting (Holt moved, Creasey seconded, unanimously approved)

Selection of a new secretary: Committee nominated Ruby Yeh and everyone approved it by consensus; Lida Cope will assist.

Review of DE policies/procedures in Faculty Manual: April 1, 2018 is the target date for having all DE policies/procedures revised for inclusion in the DE section of the Faculty Manual with a formal report to the Faculty Senate on April 24th.

There was discussion on the various policies/procedures for the inclusion in Part VI, Section III, Distance Education Policies of the ECU Faculty Manual as either a link or full text. The Office of Continuing Studies would be responsible for maintaining the document and bringing revisions forward to the Committee for consideration and approval up the line when necessary.

Fostering Academic Integrity in Distance Education
The Committee discussed the purpose, content, concerns, suggestions and document format. Schmidt expressed a concern about treating F2F and DE faculty differently as we have developed DE-specific policies in the past aimed to safeguard the quality of instruction in online classes. Hodge and Cope suggested that a similar document be developed for F2F instruction with our document serving as an example. Two possible committees to be involved with drafting similar information for academic integrity with face-to-face instruction would be the administrative Academic Integrity Committee and/or the academic General Education and Instructional Effectiveness Committee.

The Committee discussed further and agreed to add in our AI document the statement that F2F instructors using online tools would benefit from the review of the tools and instructional strategies included in this document (e.g., SafeAssign, letters to students explaining and promoting AI, embedding Joyner’s academic integrity modules for students into course Bb sites).

The committee approved the proposed document with following additional revisions:
- This statement title will be revised to, “Fostering Academic Integrity in Distance Education and Online Tools”
- Holt will recheck all embedded links for accuracy
Cope will add a note that instructors using online tools will find instructional resources in this document useful; reference use of Blackboard links and information on Joyner Library modules addressing Academic Integrity.

Standards for Online Learning: Progress and next steps:
Drake and Creasey (and others) are working on standards for online learning and will provide the draft to the committee for discussion/vote in February. Once ready, the Standards for Online Learning will be added to DE section of Faculty Manual per previous communication.

Remaining DE policies/procedures
Hodge is working on the remaining policies/procedures detailed in Part VI, Section III. Distance Education Policies and will bring information to the March meeting.

Review the undergraduate and graduate catalogs for items pertaining to DE
Timing for initial review from Continuing Studies: Regis will share the updates to be reviewed at the February meeting and Heidi is serving in this subcommittee.

Information from Wendy Creasey
Reviewed Blackboard Retention Center: Creasey provided updates related to the Center and noted that a retention center might be very helpful for big classes. This information will be sent out in a week. It might be a good substitute.

Blackboard Plugins and Blackboard Integration: Creasey provided some background information about the Blackboard Building Block Request Framework. This framework will be posted on the website to make everyone aware of the selection criteria and procedure (e.g. secure testing, exploring the significant impact of the requested tool) for people who request add-on additional tool on Blackboard. Elizabeth suggested that this document could be sent out when faculty request the technology add-on.

Updates:
• DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner) - Sitzman provided updates about the progress of this subcommittee; work continuing until February 14.
• Copyright Committee (Kathleen Sitzman) - The next copyright meeting will be held on 3/14 after spring break.
• Information Resources Coordinating Council (John Drake, Ruby Yeh) - John Drake provided a few updates in classroom technology, the distribution of Antenna System on campus, Networking data storage, and Rede Research resources. The updated distribution of Antenna System will increase cellphone services on campus; currently, these services are available in the stadium but they will be extended to other buildings on campus in future.
• Update about Multi-Factor Authentication (MFA) Wendy Creasey - MFA will require multiple methods of authentication. First system to use MFA will be student email.
• Wendy Creasey - distributed two flyers to committee, including Early Alert Systems and Blackboard Building Block Request Framework and provided updates about the features of retention center and Starfish. This flyer of early alert system will be distributed to the university via e-mail later next week.
• Blackboard Building Block Request Framework Wendy Creasey - will provide applicants (vendors, any faculty member, units, departments) requesting to add any tool on Blackboard a technology security assessment procedure and selection criteria. This framework will be sent out by request. All Blackboard Building Block requests will be reviewed under this framework (i.e. security compliance requirements, ADA accessibility).
• IT Accessibility Committee (Timm Hackett) - Hackett informed the group that the IT Accessibility Committee will meet in April. Wendy Creasey indicated that Blackboard Ally demo will be updated in May. Hodge asked if a demo session would be held in colleges. Hackett provided positive comments about Blackboard Ally, which is a great tool to enhance self-awareness of any type of accessibility issues.
• Continuity of Instruction and Contingency Plan vetting process - Getto informed the group that Bonner, Gilman and he serve on this committee and will provide a plan and updates at its February meeting.

Future business:
• Review Cloud Computing PRR (February meeting)
• Wendy Creasey shared an update about Cloud Computing PRR being sent to both the DELTC and Research/Creative Activities Committee and will be discussed in February.
• Blackboard Ally demo
• Divide DE modules among committee members to review and update as needed. Will be discussed and completed at the March meeting.

The next meeting will be held **February 28 at 3:00pm** in Brewster B-104.