COMMITTEE: Distance Education and Learning Technology Meeting

MEETING DATE: March 28, 2018, 3-4:30 PM, Brewster B-104

PERSON PRESIDING: Heidi Bonner

REGULAR MEMBERS IN ATTENDANCE: Heidi Bonner, Lida Cope, John Drake, Kathleen Sitzman, Guiseppe Getto

EX-OFFICIO MEMBERS IN ATTENDANCE: Dan Zuberbier, Steve Schmidt, Beth Chaney, Mario Hobbs, Wendy Creasey, Timm Hackett

OTHERS IN ATTENDANCE: Lori Lee, Ginny Sconiers, Jennifer Baysden

Unable to attend: Ruby Yeh, Elizabeth Hodge, Yolanda Holt, Regis Gilman

ACTIONS OF MEETING

Approval of minutes: Minutes from February 28th meeting (Bonner moved, Creasy seconded, unanimously approved)

Action and/or further discussion:
- Need volunteer for Secretary (Ruby not available): Guiseppe Getto served as recording secretary.
- Review current DE section of Faculty Manual – discussion/vote to finalize: Evaluation timeline of 3 years for DE faculty was discussed. Timm Hackett moved to strike “every 3 years” from the document (Cope seconded, unanimously approved). Lida Cope moved to approve all other suggested changes to document, including a correction of “library services” to “Academic Library Services” (John, Drake seconded, unanimously approved). As a follow-up, we will prepare a recommendation to department chairs that there should be equity in training regarding learning technology next year (tabled until next year).
- Review Undergraduate and Graduate catalogs for items pertaining to DE – discussion/vote to finalize: Committee made an editorial addition of a link to, and information regarding, minimum computer standards via the ITCS website: “All students are required to have access to computers. Some departments require specific types. For more information visit: http://ecu.edu/itcs.” John Drake moved to approve this and all other changes in the document (seconded by Steve Schmidt, unanimously approved).
- Online Learning 101 pilot (orientation for online students) (Jennifer Baysden): May be implemented in the fall. Currently getting feedback from faculty.
- WebEx (Wendy): Ginny Sconiers presented a report from the WebEx for Instruction Committee Summary on trends regarding WebEx comparisons with similar technologies (i.e. SabaMeeting and Blackboard Collaborate), including surveys of faculty regarding their technology preferences for videoconferencing and associated costs of these technologies. The WebEx committee voted unanimously to replace SabaMeeting with WebEx. Guiseppe Getto moved to approve this change (seconded by Dan Zuberbier, unanimously approved). The committee agreed that the change should occur by May 15, 2019 and that the ability to download video should be enabled.
Updates:
- DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner): Work is still in process. Now that revisions are complete to the DE section of the faculty manual, more progress can be made.
- Committee on Copyrights (Kathleen Sitzman): Committee is working on a copyrights training for online educators. The training will be housed in OFE.
- Information Resources Coordinating Council (John Drake, Ruby Yeh): Inbound Internet traffic changes issues may affect ECU-hosted systems
- IT Accessibility Committee (Timm Hackett): Committee will meet next at the end of April.

Meeting was adjourned by acclimation at 4:39 PM.

1) Revised Draft of Goals

1. Review Updated and Combined Continuity & Contingency Plan document (on hold pending institutional vetting)
2. Examine Statement of Integrity to identify necessary revisions. Investigate adding it to the Faculty Manual and cross-posting the documents in all appropriate places. (Complete)
3. Examine Standards for Online Learning to identify necessary revisions. Investigate adding it to the Faculty Manual and cross-posting the documents in all appropriate places. (Complete)
4. Serve as resource for DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) and review the report that the subcommittee provides. (ongoing)
5. Review and provide feedback on the DE Modules with a plan for Academic Technologies to make the changes in early summer of 2018.
6. Review data retention and removal procedures for primary learning platforms such as SABA, Blackboard, Mediasite, etc. (as needed)
7. Provide feedback on Webex pilot as a possible Saba replacement. (as needed)
8. Provide feedback on Blackboard product upgrades such as Blackboard Ally, Ultra, etc. (as needed)
9. Update the ECU Faculty Manual, Part VI, Section III. Distance Education Policies. (complete March meeting)
10. Review DE-related sections of University Undergraduate Catalog and University Graduate Catalog and suggest revisions as necessary. (complete March meeting)

Subcommittees:
1) Statement of Integrity: Lida, Yolanda, Guiseppe (leader: Lida)
2) Standards for Online Learning: Dan, Wendy, John, Kathleen (leader: John)
3) Faculty Manual (Part VI, Section III): Timm, Heidi, Regis, Christine, Elizabeth (leader: Elizabeth)
4) University Catalogs: Ruby, Beth, Barbara (leader: Beth)

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