Meeting minutes will be forthcoming.

Distance Education and Learning Technology Committee
4.18.18 Meeting Agenda

Meeting called to order:
Regular members in attendance:

Ex-officio members in attendance:

Others in attendance:

Unable to attend:

Approval of minutes:

Action and/or further discussion:
- Review Committee Annual Report - discussion/vote to finalize
- Blackboard feedback (Wendy)
- Retention of learning platform data (Wendy)
- Goal suggestion for 2019 (Wendy)

Updates:
- DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner)
- Committee on Copyrights (Kathleen Sitzman)
- Information Resources Coordinating Council (John Drake, Ruby Yeh)
- IT Accessibility Committee (Timm Hackett)
- Continuity of Instruction and Contingency Plan vetting process (Regis Gilman)

Items tabled/goal suggestions for next year:
1) Submit a recommendation to Faculty Senate advising equity in classroom-related technology training regardless of status as “DE Faculty” or not
2) Consider revision to DE section of Faculty Manual regarding required DE modules to the effect that they can be retaken after the first year and count as the required annual CEU.
   a. “It is not recommended that the required DE modules be used to fulfill the requirement every year, but it is recognized that these modules are updated annually, and review of the information could strengthen faculty knowledge.”
3) Review Peer Review Instrument for Online Courses
4) Review Cloud Computing PRR (when provided by Chair of Faculty Senate)
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. (April meeting)
7. Provide feedback on Webex pilot as a possible Saba replacement. (Complete)
8. Provide feedback on Blackboard product upgrades such as Blackboard Ally, Ultra, etc. (Complete)
9. Update the ECU Faculty Manual, Part VI, Section III. Distance Education Policies. (Complete)
10. Review DE-related sections of University Undergraduate Catalog and University Graduate Catalog and suggest revisions as necessary. (Complete)

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)

DELTC Meeting Dates

September 27, 2017
October 25, 2017
November 29, 2017
January 24, 2017
February 28, 2018
March 28, 2018
April 18, 2018

Faculty Senate Meeting Dates

September 12, 2017
October 17, 2017
November 14, 2017
December 12, 2017
January 30, 2018
February 27, 2018
March 27, 2018
April 24, 2018