

COMMITTEE: Distance Education and Learning Technology Committee (DELTC) Meeting

MEETING DATE: April 18, 2018, 3-4:30 PM, Brewster B-104

PERSON PRESIDING: Heidi Bonner

REGULAR MEMBERS IN ATTENDANCE: Heidi Bonner, Lida Cope, Elizabeth Hodge, Kathleen Sitzman (via satellite), John Drake, Guiseppe Getto, Yolanda Holt, Ruby Yeh

EX-OFFICIO MEMBERS IN ATTENDANCE: Regis Gilman, Wendy Creasey, Steve Schmidt, Dan Zuberbier

OTHERS IN ATTENDANCE: Lori Lee

Unable to attend: Beth Chaney, Timm Hackett, Mario Hobbs

ACTIONS OF MEETING

Approval of minutes: Minutes from March 28th meeting (Lee moved, Schmidt seconded, unanimously approved)

- **Review and finalize Committee Annual Report**

Heidi Bonner provided updates of annual report and will add attendance on April 18th. Committee by consensus agreed to meet earlier on 8/29/18 than the date set this year. Also, April 18th will be added on the meeting schedule. IRCC will change to the first week of Wednesday in each month

- **Learning Platform Upgrades (Wendy)**

Wendy Creasey distributed two documents, including “Communication for May 2018 Updates” and “Educational Technologies Retention Schedule.” During the meeting, Wendy Creasey provided some new features updates on Blackboard, Mediasite, Saba Meeting, as well as TurningPoint 8. For example, the MediaSite embedded quiz feature. If instructor adds a quiz in the middle of recording lecture on Mediasite, students need to complete the quiz before they can go to the next stage and the grades for the quiz will also be imbedded on Blackboard. The training related to these new features will be provided next semester.

Regarding to the retention schedule, Wendy Creasey shared the length of content retention policy for Blackboard, iWebfolio, Saba Meeting, as well as VoiceThread.

- **Blackboard feedback (Wendy)**

Wendy Creasey asked the input and discussion from the committee if the usage of blackboard and/or using existing education and learning technology tools can be shared with college dean or department chair. There was a discussion of how to diminish instructors’ tension about the university sharing these type of reports with administrator(s). Several discussions took place

amongst committee members, including (1) the purpose of sharing the report is to receive some input related to blackboard usage and/or learning technology usage across campus rather than individual instructor evaluation, (2) the report will not be used for the performance-based assessment for faculty members and this should be reiterated while sending out the report, (3) it might be an alternative way to group and categorize courses without including faculty names, (4) these type of reports (e.g., blackboard usage or learning technology usage report) can be compiled with students' outcomes and can be potentially used for research purposes. Wendy Creasey will share these discussions and feedback from the committee.

- **Retention of learning platform data (Wendy)**

- Wendy Creasey provided the Blackboard Ultra implementation plan and timeline. Blackboard Ultra will be in the cloud. There will be a planning section in summer. Blackboard Demo will be held on 8/29/18. Blackboard Ultra Pilot will be implemented in Spring.
- Planning committee for Blackboard Ultra Pilots was formed during the meeting and will meet in May and June.
 - Planning Committee for Blackboard Pilots: Elizabeth Hodge, Yolanda Holt, Heidi Bonner
 - DE Module Review committee: Elizabeth Hodge, Dan Zuberbier
- Several discussions took place amongst committee members, including cost analysis of Blackboard Ultra, purpose of this update, as well as the possibility of distributing a survey to all faculty members for more input. There was a discussion about the feedback of using Blackboard Ultra from super users versus other users. Committee agreed that doing the pilot first and bring the report back to the committee, and then raise further discussions next year.
- There was the other discussion related to whether external people can be added on Blackboard. In the future, there is a possibility to add external persons on Blackboard.

- **Blackboard Minimum Usage(Wendy)**

- Wendy Creasey raised the discussion about the minimal Blackboard usage in Distance Education, such as entering midterm and final grades into gradebook on course Blackboard.
- The discussions continue among the group related to other alternative resources/ platform which faculty members might use if they did not use blackboard (e.g., McGraw Hill, Pearson).
- Some discussions related to word choices, such as whether we use the minimal requirement or change as "requirement", as well as change to recommended. John Drake endorses that posting grades on gradebook is recommended.

- **Classroom Upgrades**

Wendy Creasey shared a list of the classrooms being upgraded during this spring and summer (e.g., Austin 202, 205...). After the meeting, Wendy Creasey sent the upgraded classroom list to committee.

Updates:

- DE Subcommittee of the Educational Program Committee of the 5th Year Review (SACS) (Kathleen Sitzman, Heidi Bonner)
Heidi Bonner reported the DE subcommittee will meet on this Thursday.
- Committee on Copyrights (Kathleen Sitzman)
Kathleen Sitzman reported on the topics discussed at copyright committee meetings. This committee meets every two weeks and is planning a training module for online educators. Dr. Dorothy Muller from the Office of Faculty Excellence and this committee will work through the summer and complete the training module by the end of summer.
- Information Resources Coordinating Council (John Drake, Ruby Yeh). John Drake indicated the committee will meet next week.
- IT Accessibility Committee (Timm Hackett) No update has been provided.
- Continuity of Instruction and Contingency Plan vetting process (Regis Gilman). Regis Gilman stated that this committee will continue working on the plan, and will share the report for discussion next year.

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)
Cloud PRR was abolished - will later become an interim software acquisition PRR

Meeting was adjourned by acclamation at 4:20 PM.