MINUTES

COMMITTEE: Distance Education and Learning Technology Committee (DELTC)

MEETING DATE/TIME/LOCATION: September 25, 2019, 3:30 pm, Austin 308

PERSON PRESIDING: Kathy Lohr, Vice-Chair

MEMBERS IN ATTENDANCE: ("x" indicates that a member was present)

Regular Members (5 needed for Quorum)		Ex-Officio Members	
Kathleen Sitzman		Diana Bond	
Barbara Kellam		Regis Gilman	x
Timm Hackett		VC for Health Sci Rep	OPEN
Peng Xiao	x	Steven Schmidt	x
Guyla Evans	x	Wendy Creasey	x
Kathy Lohr	x	Len Annetta	
Scott Walfield	x	Melinda Doty	x
Will Banks	x	Mariama Ibrahim	x
Cynthia Shirkey	x		

ACTIONS OF MEETING:
1. Meeting was called to order by Kathy Lohr, Vice-Chair.
2. Motion to approve minutes as amended (Schmidt); seconded (Doty). Approved as amended.
3. Old Business
   a. Continuity of Instruction document
      i. This document should be a "best case/best practice" document – not a PRR.
      ii. Will be posted to DELTC/Academic Outreach/Educational Technology pages.
      iii. Will come to DELTC for review before posting updated document.
4. New Business
   a. Discussion of Distance Education Professional Development Requirements and Distance Education Training sections of the Faculty Manual
      i. Committee is in agreement with the recommended amendments as previously developed [G Evans will attach to minutes].
      ii. Timm Hackett will invite Cynthia Bellacero to a DELTC meeting in order to review and discuss.
   b. Academic Technology Advisory Committee (ATAC) Update (Wendy Creasey)
      i. Canvas training and early adoption activities are going well.
      ii. ATAC recommends Friday, August 14, 2020 as the "cutoff date" for Blackboard (content will continue to be available from the archive, but end users will have to request it through Academic Technologies - ITCS).
         - Will Banks moved to accept the ATAC recommendation; motion seconded by Scott Walfield. Motion was approved.

  iii. Wendy demonstrated how to export from Blackboard/import to Canvas. These instructions will be disseminated.

  iv. Wendy reported that Blackboard will give us a three month "month to month" contract with current pricing.

  v. There was discussion surrounding the end dates for other tools (Analytics, Collaborate, Outcomes, and Ally). A new contract would be needed as of July 1, 2020 to extend these services. It was noted that Ally may need to be extended in order to support accessibility services for some students; however, the consensus was that the contract for the remaining tools could be allowed to end.

    • A motion recommending ending the contract for Analytics, Collaborate, and Outcomes was made (Schmidt), seconded (Walfield), and approved.

  vi. The new Adobe offering has been well-received and has netted approximately $78,000 in savings to the institutional non-instructional licensing costs so far. The value of the contract has exceeded the cost of the contract. A workshop will be offered on October 25 for people who will be incorporating Adobe into their courses.

  vii. There is ongoing work relative to the Portfolium application.

  viii. Continuing Education will be transitioning to Canvas.

 c. Information Resources Coordinating Council (IRCC) Update – Steven Schmidt

  i. Migration to Windows 10 is in progress. Windows 7 will be sunset in January 2020.

  ii. The university is instituting a scheduled reboot process that will occur every 14 days. Question was raised as to the effect of this process on IP addresses; this will be researched. Answer: The IP address could change if the lease of the IP was scheduled to change but it would have occurred regardless of the reboot.

  iii. It was noted that with multifactorial authentication, the preferred workflow is for users to download the "Microsoft Authenticator" application. This is preferred over text messaging, as there are instances in which users may not have access to a cellular network – for example if you are overseas. Users should be sure they "trust" the device when prompted.

  iv. During the discussion, an issue with Microsoft Office 365 was reported in which during a CET lab taught by Melinda Doty students frequently have to restart and reauthenticate in order to access the applications. There was no apparent pattern to the issue. This will be researched. Outcome: Melinda Doty was connected with ITCS support so they could research the issue.

5. Adjournment: With no further business, motion to adjourn was properly made, seconded, and approved at 4:28 pm.

NEXT MEETING: Wednesday, October 23, 2019, 3:30 p.m., Austin 308.

Respectfully submitted,
Guyla Evans, Secretary