

Revised 10-29-11

Distance Education and Learning Technology Committee

October 12, 2011

Brewster Building – B 104

3:30-4:30pm

Attendance

Regular members: Lida Cope, Peng Li, Mark Moore, Maggie O'Hara, Nasseh Tabrizi, Karl L. Wuensch

Ex-officio members: Amy Frank, Elmer Poe, Donna McDonald, John Chinn (for Ernie Mashburn)

Others present: Angela Anderson (Registrar's), Wendy Creasey (ITCS), Rich Ramirez (Office of DE & Technology Services, Coordinator), Linda Wolfe (Foundation Curriculum and Instructional Effectiveness Committee, FCIEC)

- 1) Approval of Minutes from 9-28: Minutes unanimously approved
 - 2) Linda Wolfe explained her attendance for the FCIEC because DEALTC and FCIEC should jointly present the DE modules to the Faculty Senate, so she needed to be able to report to her Committee on what's been accomplished by DEALTC thus far.
 - 3) Angela Anderson was invited to speak about the compliance issues related to the use of Publisher Hosted Course Management Systems. In our email discussion prior to the meeting, she explained that "Systems that store student information need to be reviewed by the Office of the Registrar for FERPA compliance. This was implemented this summer, in an effort to review, and provide better oversight of the release of non-directory information." (At the moment, Banner ID is not part of the directory information but should be once the ID is removed from student usernames). "An online textbook is completely fine, but if the publisher is hosting a discussion forum, testing, etc., and the academic unit is loading confidential student data, then we/along with IT Security, need to review the system" (email communication, October 6, 2011).
- She noted that the Registrar's Office has only begun to examine this complex issue and that she hoped the DEALTC would help identify what publisher hosted course management systems are used across Campus to enable the necessary review by the Registrar's
 - A student registering to work on an external site to practice etc. should give a consent
 - However, whatever directory information makes it to these sites must remain secure; therefore, we must know each site's level of security
 - How are these sites maintained? Is there a way of verifying electronic signatures? How is the information stored?
 - In all, an open-door policy on such sites is inconsistent with the management of personal data at ECU and thus the use of these sites must be approved and monitored

- Nasseh Tabrizi will ask the director of IT to provide Angela Anderson with information on how his unit conducts its software operations
- The Committee agreed to examine this issue once the work on DE modules is completed.
- 4) DE Modules:
 - Nasseh Tabrizi suggested we approve modules 1, 2, 3, and 6 with revisions, and deal with 4 and 5 separately.
 - Amy Frank asked about revising tutorials as version upgrades become available
 - Lida Cope pointed out that the content should be more balanced or at least it should be made clear that Blackboard is being used as one (if common) example
 - Peng Lin said that some multiple answer questions in the quizzes need to be phrased more clearly (e.g., “which three of the following can be used”) or changed to different items
 - Most members wondered why feedback for quizzes is not provided for all modules; Rich Ramirez explained that each quiz bank consists of 10-20 questions. To offer feedback and allow multiple attempts, these quiz banks would have to be much larger. Lida Cope suggested that links to sections in relevant modules instead of giving out correct answers should work since the test-taker would need to find correct answer by rereading relevant information.
 - The Certificate of Completion is not yet available (Rich Ramirez)
 - Some materials will be resaved as PDFs once our review is completed (Rich Ramirez)
 - Nasseh Tabrizi moved that Modules 1, 2, 3, and 6 be approved with revisions and editorial suggestions the Committee offered on each module’s discussion board and during this meeting.
 - **Modules 1, 2, 3, and 6 were unanimously approved pending revisions and editorial suggestions by DELTC.**
 - Regarding Module 5, Nasseh Tabrizi noted that its length is inconsistent with the other modules; it includes more than 28 pages of material. Maggie O’Hara suggested that links to some of this information be included; Nasseh Tabrizi said he would like to see a reduction of the material rather than condensing it. The Committee agreed that moving some of this module’s information under Additional Resources should solve this problem.
 - Regarding Module 4 (Learning Styles), the Committee was in agreement that the content applies equally to online and F2F instructors and that this material is not presented in a way that would target online instruction. Therefore, Nasseh Tabrizi proposed that this module be removed from the sequence.
 - Rich Ramirez explained that there has been a divide across previous reviews, with some faculty members praising the module and others wanting it removed. Therefore, the module has been kept as part of the sequence until further review is completed and a final decision made.

- The Committee discussed the content of the module, especially the final section presenting some recent findings that suggest a focus on individual student learning styles is not as useful. While the material tried to present a balanced, current view, ending the module by suggesting that such focus may not be very helpful after all (and the answer of “true” to a true/false question regarding this issue, confirming that indeed it is not), may not be the best way of achieving this balanced perspective.
 - Rich Ramirez suggested moving this module under additional resources
 - Maggie O’Hara noted that a focus on teaching rather than learning styles would be more helpful
 - Nasseh Tabrizi moved that the Committee approve Module 5 and votes to move Module 4 under additional resources (with that the quiz will be removed)
- **Module 5 was unanimously approved pending revisions and editorial suggestions by DELTC.**
 - **The Committee unanimously approved removing Module 5 (Learning Styles) from the sequence and placing it under Additional Resources instead.**
- Rich Ramirez asked that any additional suggestions from the Committee be emailed to him directly or placed on the discussion board for the module in question by October 21.
- 5) In other discussion, Elmer Poe mentioned that we have a list of acceptable activities that can be completed on a yearly basis and a form that can be used if the activity one wants to complete is not part of this list; also, ECU now has a mechanism for getting department-organized trainings approved
- Maggie O’Hara noted that the 2nd week in November is a Distance Education Week and that the College of Business will be offering a series of sessions open to everyone
 - Rich Ramirez explained that each College will have a Blackboard site for the administrators to be able to track completion of this DE training; that all DE faculty complete this training will have to be monitored by each department/unit.
 - Elmer Poe asked to confirm that adding material to the Modules by a College once approved by the Faculty Senate will not have to be approved by the Faculty Senate again.
 - The Committee decided to meet Wednesday, October 26, at 3:30pm (the same location) to draft a resolution regarding the modules for the FS meeting in November.
- 6) The meeting was adjourned at 4:35pm

Respectfully submitted by Lida Cope, the DELTC Secretary