

The Distance Education and Learning Technology Committee

Wednesday, October 23, 2013, 3:30 pm, Brewster B-104.

Attendance:

- Regular members: Rose Bailey, Lida Cope, Xiangming Fang, Timm Hackett, Elizabeth Hodge (Chair), Mark Moore, Karl Wuensch
- Ex-Officio members: Wendy Creasey, Donna McDonald; Jennifer Bayster (Continuing Studies), Anthony Britt (Continuing Studies) (For Clayton Sessoms)
- Guest: Dorothy Muller (Office of Faculty Excellence)

AGENDA

1. Approval of September 25, 2013.

The minutes were approved with one small editing change.

2. Elect a DELTC representative to serve on the Copyright Committee.

Mark Moore volunteered to serve on this committee. Wendy Creasey noted the CC meets once a year.

3. Elizabeth Hodge – **Goal Two Update:** Review and align current support mechanisms in place at ECU to meet the policies outlined in the Strategic Directions Workgroup Reports, with focus on the E-Learning Workgroup.

- DELTC Committee - **Strategic Directions Report – E-Learning Workgroup**

- Elizabeth Hodge informed the group that he request had been made that Drs. Poe, Creasey, and Hodge present an overview of the DELTC goal as it aligns with the E-Learning workgroup to the Deans and Directors prior to sending out the message below. This meeting takes place on November 14, 2013.
- We have previously agreed on the text that should be sent to the Deans and Directors (copied below). In addition, the DELTC has been asked to develop a survey (in Qualtrics) for these administrators that would yield targeted responses.
- The group agreed that we should have a list of survey questions ready to be presented at the 11/14 meeting to allow the Deans and Directors to be prepared to complete the Survey.
- Also, information on who is responsible for DE in each unit will be collected at this meeting to help us target the mailing of the survey link to anyone involved in DE-decision making, training, and support within each unit.

- Deans and Directors will be asked to provide names of faculty and staff knowledgeable about the workings of DE within their unit so that we can request that they complete this survey as well.
- Wendy Creasey informed us that if individualized links to the survey are sent, each responder will be able to save an incomplete survey and continue/complete it at another time.
- The main three areas on which the survey will focus include personnel, design, and delivery (inclusive of training)

Action Item: The DELTC members will review the E-learning draft. Elizabeth Hodge will prepare a draft of the items for the survey and request assistance/feedback during the process from the other committee members. She may also divide up the work on the draft and have each of us prepare a few questions for each targeted area. The survey questions will be finalized at our November 13 meeting, prior to the meeting with the Deans and Directors on 11/14.

- The following is the text referenced above to be sent to Deans, Directors, and Instructional Technologists:

“On August 26th, Dr. Austin Bunch sent out a summary report from the UNC-General Education Council. The General Education Council is charged with undertaking a comprehensive review of existing general education architecture and recommending a set of student learning outcomes appropriate for all UNC System institutions. In response, the Distance Education and Learning Technology Committee (DELTC) at East Carolina University established as one of their goals for the academic year 2013-2014 to review and determine what would need to be done to align current support mechanisms in place at ECU to meet the draft policies outlined in the Strategic Directions E-Learning Workgroup Report. To this end, we would like to collect information from each of the colleges, so we can better understand the impact of the draft E-Learning policy on ECU.

We are requesting that each academic unit provide DELTC with current policies and procedures in place as it relates to Distance Education; personnel, design, and delivery. For example if you currently have materials used to guide your Distance Education faculty, we would like to review such documents. We are also interested in learning about any type of support model presently existing in your college to help DE faculty be successful.

Lastly, we request that you share with us contact information for any personnel within your unit who might serve as a liaison to the DELTC. Once the DELTC receives the unit materials, we will align the information with the E-Learning policies to determine if we have any gaps or opportunities that we would need to address if the policy is implemented in the current form. Please submit your artifacts to Elizabeth Hodge, Chair of the DELTC committee by October 30, 2013.”

4. Dorothy Muller – **Office for Faculty Excellence** Discussion of Goal Four and Six.

Goal Four: Develop a list of experts who can be consulted for assistance with pedagogy and technology relevant to online teaching.

Goal Six: Discovering what policies university units have with respect to what types of activities are approved for satisfaction of the annual training required of those who teach online.

- The Chair began the discussion by asking whether the Office for Faculty Excellence (OFE) maintains a list of go-to faculty for online instruction, instructional technology etc. Dr. Muller said that she'd be able to recommend faculty members based on the required areas of expertise but there is no such (complete) list at OFE.
- In the past, Dr. Muller prepared a proposal for a mentor group that would function as part of the Faculty Senate. Members of this group would be given service credit for being on the list and thus willing to assist other instructors at ECU. She thought that creating this mentor group and making the contacts on its members available to all faculty at ECU would be helpful
- Lida Cope asked whether we could have a draft of Dr. Muller's proposal to take a starting point to figure out the workings of such a mentor group.
- Dr. Muller pointed out that while DE training is happening in nearly every unit, there is not enough cross-communication so valuable workshops in one unit are not open/advertised to faculty members from other units who might otherwise be interested.
- Wendy Creasey noted that Cornerstone, once people are trained to use, will be helpful in this respect.
- The Committee also discussed what manner of presentation and organization of workshops in Cornerstone might work for the OFE (as that has been under consideration)
- An issue with opening DE trainings/workshops held within units to everyone – seats availability. Wendy Creasey offered to look into whether there is a way to prioritize the seating list in Cornerstone so that each unit's faculty members can register for the unit's training/workshop first.

Action Item: Wendy Creasey will share with the committee more information on various options in terms of organization of different types of training and workshops within Cornerstone; discuss its parameters and guidelines (for our January or February meeting). The idea is that ultimately all ECU personnel should be able to make use of Cornerstone to schedule and keep a record of these events and attendance.

5. IRCC met on October 25 at 8am. Wendy Creasey reported on the highlights from this meeting.

- Online Assessment FAQ was distributed to campus via Marilyn Sheerer and with the textbook memo. We have received only a few responses or inquires so far.
- Continuing to try and put contracts in place with McGraw Hill and Pearson. Both of these systems connect with the Blackboard gradebook.
- Reviewed the Student survey that is distributed each spring. (Attached)

- Jack McCoy reviewed IT Security best practices
 - o MDM (Mobile Device Management) will be implemented for ECU email within the next year. Anyone using 'active sync' tools to connect to ECU email will be required to have a four digit pin on their phone. If you lose your phone or it is stolen, then you will be able to have your device remotely wiped.
 - o Data Loss Prevention appliances are being used to determine if FERPA, HIPAA or PCI information are leaving the university. There is technical capability to reroute content back to sender and require encrypted email usage.
- ECU will no longer recycle pirate IDs. This will be implemented sometime next year. This means pirate IDs will be longer in the future and may include a number.
- IRCC reviewed and approved the web regulation. The regulation will be sent to the committee for input. The regulation requires all ecu.edu web pages be ADA compliant. It appears that blog.ecu.edu would be required to be ADA compliant under regulation. Wendy will bring information back to the committee regarding personal.ecu.edu. We have some funding for students to help you with ADA, Design, and updating of pages. The regulation will include an oversight clause where a random sample of pages will be taken each quarter. The pages will be checked for compliance and if not in compliance someone will contact owner to help them solve the issues.

Action Item: Wendy Creasey will send the Web Content Regulations document comments and approval – to be discussed at the next meeting; target date July 2014

- Rose Bailey asked whether DE modules need to be retaken (since they continue to be updated). The plan is that as additional modules are added, faculty will be able to take them one by one.

6. Elizabeth Hodge asked how the Committee wants to proceed regarding the Proposed Teleworking PRR. Previously whenever the Teleworking PRR was presented to the University Policy Committee, either or both the Distance Education Committee and Faculty Welfare Committee were involved in the review. (Attached: PRR – Leave, PRR Proposal, and PRR – Leave w/links)

Action Item: To invite _____ (?)_ to explain why they were sent to our attention; to learn who is currently working on these; and get assurance that we are informed when the policy is approved.

DELTC Goals: Academic Year 2013-2014

Goal One: Present to the Faculty Senate our recommendation that faculty who serve as peer observers of online teaching be permitted to count that activity as an approved activity for the

purposes of satisfying the annual DE professional development required of all faculty teaching online courses, but not more often than once every three years. **Completed**

Goal Two: Review and align current support mechanisms in place at ECU to meet the policies outlined in the Strategic Directions Workgroup Reports, with focus on the E-Learning Workgroup.

Goal Three: Work with registrar's office to find a way that makes it easier for students, who are registering for classes, to tell whether the format of an offered class is face-to-face, hybrid, or online.

Goal Four: Develop a list of experts who can be consulted for assistance with pedagogy and technology relevant to online teaching.

Goal Five: Continue to review feedback and monitor the use of the DE Training Modules. Review new module added during 2013-2014 year, addressing ADA.

Goal Six: Discovering what policies university units have with respect to what types of activities are approved for satisfaction of the annual training required of those who teach online.

Goal Seven: Review of yet-to-be-released policy on pedagogical tools provided online by text book publishers.

Goal Eight: Discussion of the role of MOOCs at ECU.

New Business:

Next Steps:

1. Invite Registrar's office to next meeting to discuss registration format.
2. Contact Instructional Technologists in each college to solicit input on "list of experts".
3. Create a brief qualitative two part survey to be sent to deans and chairs to solicit input on "list of experts" and ask for feedback on the policies each unit has in place for approved annual training requirements.