DELTC Minutes

The Distance Education and Learning Technology Committee
Wednesday, October 22, 2014 at 3:15 pm in Brewster B-104

Present: Anthony Britt (student representative), Lida Cope, Wendy Creasey, Xiangming Fang, Timm Hackett, Elizabeth Hodge, Mark Moore, Karl Wuensch, Biwu Yang

Guests: Dorothy Muller, Ginny Sconiers

- Approval of September 27th Meeting Minutes – unanimously approved
- DELTC Goals (Review and Refine 2014-2015) – Elizabeth Hodge presented the goals and asked that any suggestions be sent for the meeting minutes.

Dorothy Muller

- DE Observation for Faculty Development Activity (Resolution #13-70)

Dorothy Muller presented the resolution 13-70 regarding the peer classroom observation for DE faculty development activity. Reporting of completion has yet to be resolved; Dr. Muller asked the group to consider this issue. (Faculty members request this information from the OFE; consistency of reporting is needed).

Karl Wuensch suggested the faculty member send a copy of this resolution and the report completed per guidelines to the department chair; Dorothy Muller noted that the COE has faculty attach this information to the faculty annual report.

Action Item: The Committee suggested that the Peer Observation for DE Faculty Development Activity document be used but the last part (i.e. attaching the Report of Observation and Best Practices Observed) omitted and replaced with the following: “Report submitted with the faculty annual report/to personnel file”. That is, the observer should include it with the faculty annual report; the observed faculty member should include it with his/her personnel file.

Another addition to the form: College/Date/Name of the Unit Administrator/Signature

The adjusted form will be available on the Office of Excellence website with a note that it needs to be submitted with the observer’s annual report.

- Faculty Mentors/List of Experts

As of now, a formalized list of mentors/experts does not exist. The OFE has an informal list of faculty members to consult. Dorothy Muller informed the group that this item was on the agenda of the Committee on Faculty Welfare; she will ask that they consider putting forth a resolution for there to be a mentoring opportunity and thereby also composing a list of experts. A formalized list would be helpful because then a “mentor” can put this service on his/her faculty annual report.
**Action Item:** Dorothy Muller will inform the DELTC about the recommendation issued by the Committee on Faculty Welfare. The DELTC will consider further.

Ginny Sconiers

- **DE Readiness (Star Crew)**

Ginny Sconiers presented the group with information on the College Star Crew. Currently, she and John Southworth have helped faculty in the School of Medicine with a survey testing the students’ comfort level when it comes to taking classes online.

Interestingly, students with higher results on the survey were reported to end with lower grades in their classes. Karl Wuensch noted a psychologist’s perspective would be that “overconfidence makes an ignorant expert;” in other words, such finding would not be surprising at all.

The site under discussion was developed over the summer. It is a good start of and model for this effort. The Committee was given a tour of the blog site – begins with a text-based description of what a student can expect in an online course; tab for strategies: for success, access, communication, etc.; Blackboard (Bb produced student orientation info); iWebfolio (the course for which the site was prepared is a WI course). Students have to log in so there is statistics for how many students have used it.

The group was in agreement that such a site and system behind it could be expanded university-wide (adding more tools, c. 10).

Ginny Sconiers informed the committee that an interactivity survey was developed last week, focused on the basic technology and computer skills that users need; will be on Qualtrics and students can take it (within this pilot).

**Action Item:** The link to Qualtrics will be sent for review to the committee; as the development continues, Ginny Sconiers will keep the group informed and we will help shape this tool for campus-wide use. The tool should be made available for student orientation.

An Introduction to college teaching for graduate students, taught by Dorothy Muller, emphasizes how much instructors want Lynda.com to continue to be available – helpfulness to online learning. Faculty members have to request linking Lynda.com to a particular class using a form.

Wendy Creasey

- **Blackboard Modules** (Three-page handout)

From last August 2013 till the present; c. 20 users have responded in this most recent year; the majority satisfied and highly satisfied; very few dissatisfied; one highly dissatisfied. Feedback on #2 as to the topics that would be helpful to include in the modules: not many comments; many already addressed ADA info added to all of our platforms.
**Web Regulation**

This regulation has been successfully vetted by this committee before. A lot of time has passed, however, so we have to address that all official websites will be hosted within the .edu domain. The text of this addition to the regulation distributed:

“All official websites will be hosted within the ecu.edu domain. Exceptions to this requirement may be granted by the University Web Oversight Committee based on compelling business, technical or security reasons”

Also -- .com will be added as an option within the regulations

Formal advice from this Committee to the Chancellor -- the group was asked to provide Faculty Senate with any modifications to the faculty manual and bring the two together (see the email exchange below). Wendy Creasey asked if any parts in the faculty manual would need such modifications.

**Action Item:** The group will check to confirm that no adjustments to the faculty manual are needed.

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From: Morehead, Andrew
Sent: Friday, October 03, 2014 11:44 AM
To: Distance Education and Learning Technology Committee
Subject: Re: Web Regulation

All,

Sorry, I wasn’t very clear in my previous email. The DELT committee would provide to the faculty senate any modifications to the Faculty Manual needed to bring the FM and PRR into agreement and link the two (and make a report referring to the formal faculty advice on the PRR in the committee minutes so that can be forwarded to the Chancellor). The feedback to Kim would be necessary if the committee believes the PRR needs additional refinement before being finalized. Thanks,

Andrew T. Morehead, Jr., Associate Professor
Chair of the Faculty
Board of Governors Distinguished Professor for Teaching
Department of Chemistry, East Carolina University
Voice: (252) 328-9798  Fax: (252) 328-6210

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From: <Morehead@ecu.edu>, Andrew Morehead <morehead@ecu.edu>
Date: Friday, October 3, 2014 at 9:58 AM
To: Distance Education and Learning Technology Committee <DEC@ECU.EDU>
Subject: FW: Web Regulation

All, This PRR requires vetting before becoming finalized. It appears to me that you are the appropriate committee to provide feedback from the Senate. Please consider this PRR, decide if any of this material requires modifications or linking to/from the Faculty Manual, and provide feedback to Kim. -- Thanks, Andrew

All websites must meet the accessibility requirements (both official and unofficial faculty websites – anything within ecu.edu, including faculty blogs, not only everything designed in Commonspot.
Sample pages pulled out by ITCS and sent to the disability services (Michael Thompson) to check if they are ADA compliant. The faculty/admin in charge is then informed if not.

Also a need to establish the target date when all of ECU should be fully compliant. Two years were suggested. The group would like to know what percentage of sampled sites was compliant when last checked to give us a better idea of what kind of help needs to be provided and of a timeline for the target full compliance.

A question was asked regarding compliance of retired faculty with the same web regulations. The answer is they are as far as they use the ecu.edu space. Classes and materials online (resources) about this are available.

**Action Item:** Wendy Creasey will send any useful links to Elizabeth Hodge so they can be placed on the Faculty Senate agenda along with the item to be discussed to assure faculty that we have a lot of resources re web regulations and faculty compliance available. Elizabeth Hodge and Wendy Creasey will review and prepare this for the next Faculty Senate Meeting.

Timm Hackett

- **Banner and Online Course Designation**

Amy Barber and Timm Hackett exchanged emails. It was suggested that “DE only” be added to the course title just like the notes “for Biology majors only” etc. Question: Who would be putting it in Banner?

Finding a solution is therefore in progress. However, whatever upgrade is needed (and tested), the Registrar would need to input this information. The Committee will consider later whether the unit administrators should be able to do it, depending on what we hear back from Amy Barber.

Postponed till the next meeting: **IRCC Update**

**New Business:** None

**Next Steps:**

2014-2015 DELTC Goals

1. **Goal One:** Work with Office for Faculty Excellence to communicate the process for faculty to become DE Observers and timeline for departments to complete course reviews.
2. **Goal Two:** Work with the Office of the Registrar to find a way that makes it easier for students to tell whether the format of an offered class for which they are registering is face-to-face, hybrid, or online.
3. **Goal Three:** Develop a list of experts who can be consulted for assistance with pedagogy and technology relevant to online teaching.
4. **Goal Four:** Assist in the development of DE Readiness procedures for online students. Communicate and share the program with university colleges and programs.
5. **Goal Five:** Continue to review feedback and monitor the use of the DE Training Modules.

**Adjourned 4:40PM**