

Revised 2/24/12

Distance Education and Learning Technology Committee  
January 25, 2012  
Brewster Building – B 104  
3:30-4:30pm

Attendance

Regular members: Lida Cope, Peng Li, Mark Moore, Matthew Reynolds, Nasseh Tabrizi, Karl L. Wuensch, Matt Paske (student representative)

Ex-officio members: Austin Bunch, John Chinn (for Ernie Mashburn), Amy Frank

Others present: Wendy Creasey (ITCS), Marianna Walker (Chair of Faculty)

- 1) Approval of Minutes from 12-5-11 – unanimously approved.
- 2) The planned agenda issue – publisher hosted course tools – has been postponed for a discussion at a later date
- 3) Marianna Walker joined the Committee briefly to discuss some pressing matters related to the release of DE modules. As of now, and as the memo from 1-25-12 (below) suggests, the modules should be completed in time for the faculty annual report in April. The Committee believed there should be enough time for the faculty to complete the modules if they receive this information and instructions now.

**From:** Brown, Lisa

**Sent:** Wednesday, January 25, 2012 9:09 AM

**To:** Batten, Charlene; Beck Frazier, Susan; Brown, Evelyn; Decker, Jim; Holland, Mary; Kasperek, George; Millner, Duywuna; Musick, David; O'Brien, Kevin; Pagliari, Leslie R; Preville, Kathleen; Reich, Cheryl K; Schwager, Paul; Swope, John; Woodard, Ginger; Boyd, Stephanie B.; Brown, Sylvia; Cunningham, Paul R G; Dorsey, Michael A; Eakin, Richard R; Eakins, Stan; Eshelman, Bonnie C; Gilbert, Glen; Glover, Vickie Russell; Johnson, Vicki; Little, Barbara; Miller, Denise; Millner, Duywuna; Parker, Heidi Turner; Patriarca, Linda Ann; Siguaw, Judy; Simpson, Patricia A.; Smith, Kimberly J; Thomas, Stephen; White, Alan; White, David

**Cc:** Ohara, Margaret; Muller, Dorothy

**Subject:** Faculty Development in Distance Education Modules

**Importance:** High

Please share this news with your faculty.

The modules for faculty development in distance education, recently approved by faculty senate and the Chancellor, were made available to all faculty on January 20, 2012. Only faculty who teach DE course are **required** to complete the modules, however all faculty are enrolled. The course will be listed on the faculty member's home page in Blackboard under the My Courses area as (Prefix: DE Faculty Development Module College Name, e.g., for College of Education →

ED: DE Faculty Development Module College of Education). It is expected that faculty will complete the modules in time for annual reports this spring, although administrators may set alternate dates if appropriate. Completion of these modules counts as the professional development activity for faculty this year and will be reported to SACS.

We are requesting the names and contact information of those individuals in your College who should be provided access to the grade book in Blackboard to oversee faculty progress pertaining to the modules. Faculty can print a certificate when they have completed the modules, and (just as in any BB class), those with access to the grade book can assess completion that way. Please send me the names of those who need access to the Grade book as soon as possible. Please let us know if you have any questions.

**Dr. Margaret O'Hara**

Assistant Dean & Associate Professor of MIS  
East Carolina University College of Business  
3208 Bate Building  
Greenville NC 27858  
Office: 252.328.9867 Fax: 252.737.1578

The second agenda item, the Technology Requirement for the entire faculty, has been brought up while the Chair of Faculty was present. Dr. Walker suggested we discuss this at our next meeting on February 22. This meeting has been moved to 2pm to allow Dr. Walker to attend.

Additional issues related to the DE training to be discussed at the next meeting include: overseeing and implementing continuous revisions to the modules; ownership of the modules; and the mechanism behind the issuance of the certificate of completion.

Dr. Walker then suggested that the Committee prepare a resolution at the end of the academic year to thank the task force that has worked to create the DE modules.

Wendy Creasey pointed out that the DE training course feeds have been already created, so all faculty members should have access to it (even though only the DE faculty are required to complete the training at this time).

During this discussion, Wendy Creasey prepared a list of questions & issues that have come up during the meeting and sent them to Rich Ramirez and Maggie O'Hara, both of whom were unable to attend today's meeting:

- "Are the modules ready for the colleges to use?"
- Are the certificates going to be automated? Are they ready to be used? Will you get a certificate upon completion?

- Is the email that needs to be sent to the entire faculty by the Provost ready? We suggest it to be sent to Austin Bunch who offered to do the front work since the Provost is out until early next week. [A copy of this email, received later, is attached below - LC]
  - Who will update the modules in the future? At the February 22 meeting, can we assign an owner to each module? (For example, IT could own the technology module). Could OFE own a module that is related to their area?
  - The DELTC will be the 'body' that approves changes to the modules.
  - Can satisfaction survey be automated to send upon completion of the modules?
  - Survey is not in Qualtrics —Ginny please have Monica create a Qualtrics survey. Lida is going to send it to you.”
- 4) The draft of the satisfaction survey (created by Karl Wuensch) was discussed and some revisions were made. The Survey was then approved as revised. Lida Cope has sent it to Wendy Creasey to be converted into Qualtrics and consider how it will be included in the Blackboard DE training.

The Satisfaction Survey as approved:

Please rate your satisfaction with each of the modules in and features of the DE Training.

Module or Feature	Greatly dissatisfied	Dissatisfied	Neutral	Satisfied	Highly Satisfied
Course Management & Design					
Learning Technologies					
DE Syllabus					
Student Engagement					
Evaluating Student Progress					
The Quizzes					
Audio Components					
Video Components					
Overall Satisfaction					

If there are any topics that were not included in the instruction but which you think should have been included in the instruction, please identify them here:

If you have any other suggestions for improving the training, please enter them here:

Respectfully submitted,

Lida Cope

The DELTC Secretary