

Final 4/15/12

Distance Education and Learning Technology Committee

February 22, 2012

Brewster Building – B 104

2:00-3:30pm

Attendance

Regular members: Lida Cope, Peng Li, Mark Moore (Vice-Chair), Maggie O'Hara, Matt Reynolds, Karl L. Wuensch, Matt Paske (student representative)

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

Others present: Wendy Creasey (ITCS), Rich Ramirez (Instructional Technology Consultant, College of Human Ecology), Marianna Walker (Chair of Faculty)

1) Minutes from 1-25-11 – approved.

2) DE Training Modules

i) *How is the certificate of completion issued*

Rich Ramirez reported that the problem with the certificate has been corrected. It now appears only if all quizzes have been successfully completed. The certificate can be filled in and printed out to attach to FAR. Also available is a link to the Satisfaction Survey. Wendy Creasey will have a report on all surveys available thus far compiled and will send it to the committee (done as of 2/23/12) for review. She suggested we perform this review on a quarterly basis. Survey results will be reviewed at the next DELTC meeting in March.

ii) *Overseeing and implementing continuous revisions of the modules*

Marianna Walker asked how the overseeing of the modules training had been communicated to the departments. Maggie O'Hara said that this task was left to the deans.

Marianna noted that this information was embedded in the Provost's January 2012 edition of *First Monday*, which may not be sufficient and should be followed by an official memo from the Provost's office to assure compliance and accountability. Austin Bunch and Maggie O'Hara Austin offered to prepare & send this ECU-wide memo ASAP (done 2/23/2012 and copied below).

IMPORTANT INFORMATION TO ALL FACULTY WHO TEACH DE/ONLINE COURSES

1. Southern Association of Colleges and Schools (SACS) accreditation requires compliance with the various policies including the policy related to Distance Education and Correspondence Education. **That policy defines distance education as:**

"...distance education is a formal educational process in which **the majority of the instruction** (interaction between students and instructors and among students) **in a course occurs when students and instructors are not in the same place**. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program."

2. With regard to **faculty teaching distance education courses**, the policy states:

"Faculty who teach in distance and correspondence education programs and courses receive appropriate training."

3. As sent out in the January 2012 edition of *First Monday*, notice was given that **the faculty development training we use at ECU are modules related to DE instruction**.

Specifically, **the five modules** developed under the guidance of the Online Quality Council for distance education and approved by the Faculty Senate and Chancellor will be available by Friday, January 20, on faculty Blackboard accounts. **These modules will be available to all members of the faculty, but must be completed by those teaching online in time for inclusion in this year's annual report**. These modules bring us into compliance with the SACS "Policy Statement on Distance and Correspondence Education," in particular, the requirement that: "Faculty who teach in distance and correspondence education programs and courses receive appropriate training." Additional information will be forthcoming. Please contact the Office for Faculty Excellence with questions. www.ecu.edu/ofe/.

The following information is important to share as well:

4. 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 courses 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.

Additionally, Rich Ramirez said that reminders are necessary to assure that all faculty members that need the training will have completed it by their units' FAR deadline (April 2012).

Other issues discussed included the question of how it is determined who is teaching online (Karl Wuensch). Maggie O'Hara said that it should be possible to generate a report including info about who is teaching online from Banner; Amy Frank said that this is possible only if the departments code all of their courses appropriately. Maggie then noted that the only definitive way of identifying classes is by the delivery method.

Marianna Walker asked whether it would be advisable to have on the committee's website a FAQ page (that would also include the links to all the trainings). Wendy Creasey added that it would be helpful to add a link to the Provost's page as well. The committee generally deemed this a very good idea. Wendy offered help with implementing it; Lida Cope offered to collect the questions/answers from the committee members. The issue will be taken up again at the March meeting.

Another question then addressed the issue of compliance: What will happen if someone refuses to complete the modules? Maggie O'Hara, speaking for the Online Quality Council, said that any faculty member unwilling to complete this basic training would not be permitted to teach online.

iii) Ownership of the DE modules

The discussion determined that some modules would not require many changes; those focused on various platforms, including Blackboard prominent in this training, will have to be continuously updated.

Marianna Walker suggested that the Online Quality Council takes a role of an advisory body to assure ECU continues to be in compliance with all DE-related SACs policies. Anything of substance related to changes in the modules would come to DELTC; DELTC would be responsible for dealing with them. Wendy Creasey offered the ITCS's assistance with updating the technology. Maggie O'Hara asked whether the OQC would have to come to DELTC with every editing change, to which Rich Ramirez replied that only the changes affecting the content of the modules would come to DELTC. It is helpful that Mark Moore is also a member of OQC. Still, Marianna suggested that the Faculty Senate consider having the Chair of OQC represent OQC on the DELTC in 2012-13.

The Committee also discussed how often should any proposed changes be implemented and what should be done about new platforms we'll use in the future that are not represented in this DE training.

Rich Ramirez suggested setting up an auxiliary site at which faculty members could sign up for any additional training as part of continuing education. Maggie O'Hara suggested creating additional mini-modules and additional tests. The Committee discussed this possibility but has not arrived at any conclusions. What has been settled is the issue of the modules' oversight in collaboration with the Online Quality Council as an advisory group. The implementation of any module revisions and training additions will have to be discussed further.

iv) *Guidelines for online DE instructors (per faculty member's concern)*

Karl Wuensch reminded the Committee that there is still potential for some DE faculty to be missed and that the departments must be sensitive to that. This applies especially to new hires and re-hires: new faculty, part-time faculty, or faculty members returning to ECU after a leave. The DE training is listed on Bb only after employee contracts are signed.

3) The Technology Requirement for all ECU Faculty

Lida Cope suggested that the Committee consider proposing a technology requirement for all ECU faculty members considering that all of us use technology in and outside the classroom, and frequently supplement classroom teaching with Blackboard and other sites. Wendy Creasey noted that students often complain that their instructor is unable to use smart classroom efficiently. Rich Ramirez cautioned that if we were to take this on, the management aspect would require much attention (e.g. populating through the Banner feed which, again, causes some people to be left out depending on whether or not they already have a contract).

Marianna Walker proposed we discuss appropriateness/feasibility of such a requirement and decide possible steps the Committee would need to take toward its future implementation. She observed that that some Senators were wondering when the DE training was brought up for the vote why we are only concerned with DE instruction (although it has been clear that compliance with the SACs DE guidelines was one major motivating force behind it). The following was discussed:

- We must assure that all online instructors take the modules by April.
- The DELTC could test the Senate's willingness to deal with the issue in 2012-13 as early as at its April 2012 meeting.
- The rationale or an ECU-wide technology requirement could be prepared at the start of the fall 2012.
- The rationale should be presented to and discussed with the Deans.
- The Committee would need to get their support for it and then bring it to the Faculty Senate.

Other related issues were then brought up and discussed:

- Rich Ramirez remarked that his group experienced more pushback in the process of developing and piloting the DE training; there seem to be very few complaints now that the training has been implemented.
 - Marianna Walker noted the need to make the modules accessible to people with disabilities. Maggie O'Hara asked if we might have students, esp. in Speech and Hearing Sciences, who might be able to help with that. Wendy Creasey said that the ECU Disability Support Services would do that for us.
 - Elmer Poe asked, Do we think that department chairs understand the SACS definition of DE? Marianna Walker commented that the Committee should be able to communicate directly with the department chairs and deans. The Provost's office can also send a reminder as to what DE constitutes and what is required.
 - Maggie says we are vulnerable in this area since there are instances that students who sign up for F2F classes end up taking at least a portion of their class online (despite the fact they did *not* sign up for a DE class).
 - Elmer Poe brought up the idea of making the DE training part of the new faculty orientation though Matt Reynolds noted that it'd be impossible to fit in additional content. Wendy Creasey suggested that there is enough overlap with the technology components of new faculty orientation and in the content of the modules and the related material covered during the orientation. Wendy recommended someone contact Dorothy about lining up the DE Modules with the NFO content so we could line these up demonstrating where they are similar. She also noted that it would not be very hard to take the existing technology content and frame it in a way aligning it the modules. Maggie O'Hara said that the OQC will contact Dorothy Muller to discuss this possibility.
- 4) Discussion of the Publisher Hosted Course Tools [postponed; Angela Anderson will attend the March 28 meeting]

5) Other business

Elmer Poe and Maggie O'Hara announced a videoconference on implementing an e-proctoring option for computer-based exams: Wednesday, February 29, 2-4pm, the Brody Building 2E292; also streamed (instructions in the email to all faculty); College of Business will be streaming the session for a meeting in Bate 3015; all are welcome to attend. Elmer clarified that the proctoring group contracted for this service charges \$25.00 per exam. Students will always have the option of coming to a free site at ECU.

6) Adjournment

Submitted,

Lida Cope, the DELTC Secretary