

Distance Education and Learning Technology Committee

March 28, 2012

Brewster Building – B 104

3:30-5:00pm

Attendance

Regular members: Alice Anderson, Lida Cope, Peng Li, Mark Moore (Vice-Chair), Maggie O'Hara, Matt Reynolds, Nasseh Tabrizi

Ex-officio members: Austin Bunch, Donna McDonald, Ernie Mashburn, Elmer Poe, Beth Velde

Others present: Wendy Creasey (ITCS)

- 1) Minutes from 2-22-12 – approved.
- 2) Mark Moore reported, based on the Chairs meeting he attended for Nasseh Tabrizi, that the DELTC should present at the last spring meeting of the Faculty Senate. Later, Lori Lee (4/11/12) clarified that the only required report is due to FS office in May unless the DELTC had another action item to present to FS before the end of the semester. Mark will prepare a draft of this final report.
- 3) Angela Anderson wasn't able to attend but responded with regards to the agenda item Discussion of the Publisher Hosted Course Tools as follows:

"I am presently dealing with a security issue, and am not able to attend this afternoon. I didn't have a new process to be able to share with the committee yet – we are still working with ITCS on processes and how we'd identify the courses, faculty using external sites for testing. It will most like be the fall before we have anything to share with the group."

Consequently, the Committee decided to postpone dealing with this item till next fall.

- 4) Criticality report – Wendy Creasey reported that a write-up for the process of handling criticality reports now exists to enable new and returning online faculty to complete the required DE training before the semester they begin teaching. Wendy offered to send the information to the Committee members.
- 5) The Committee discussed the suggestion from the February meeting regarding a FAQ page for online faculty. Wendy noted that the questions can in effect define the process through the answers. Karl Wuensch was charged with preparing a draft; the DELTC members will contribute; Wendy will create the webpage (its actual placement to be determined.)
- 6) Next, the Committee briefly discussed the Chair of Faculty's recommendation from the February meeting that the Chair of OQC remain as the OQC representative on the DELTC in the 2012-2013 academic year. The Committee endorsed this recommendation. As part of this discussion, the DELTC addressed the issue of the entry-level DE training required by ECU vs. any additional requirements added on by individual colleges. There was an agreement that such additional requirements must be clearly differentiated from the entry-level training mandated by the University.

- 7) As for the suggestion from the February meeting to incorporate the entry-level DE training as part of the NFO (there is enough overlap between the technology components of new faculty orientation and the content of the modules & the related material covered during the orientation), Maggie O'Hara reported that she spoke with Dorothy Muller about the possibility of condensing the week-long faculty training, and the inclusion of the DE Modules would help this effort.
- 8) On the issue of using DE Modules training survey results by DELTC, Wendy suggested to provide summary reports annually in September, December, and May. The DELTC will decide which comments to act upon to improve the training experience. The Committee agreed with Wendy's recommendation.
- 9) The Committee has decided to tackle the issue of a comprehensive technology requirement for all ECU faculty in early fall (hence no new action item for the last Senate meeting in April).

10) Additional business:

- a. Wendy noted she would provide a report of the Information Resources Coordinating Council to DELTC at its April meeting.
- b. Maggie reported on the webinar on Proctor-u from early April. Among the questions that will require finessing: What can students bring with them for an exam given 100% online? Is any calculator-enabled device (e.g., i-phone or i-pad) allowed? If the student brings blank scratch paper, he or she will not be able to submit it along with the online exam. One suggested solution for note-taking and calculations has been to get erasable boards.
The cost to the student for a 2-hour exam is \$25.00; of a 30-minute exam, \$8.75. The Proctor-u staff informed the participants that professors tend to give students two-hour blocks for an exam that takes about 50 minutes. Faculty will be asked to adjust their exam timeframes accordingly so the proctoring service does not waste time.
DSS students will continue taking their exams at the DSS office, or a faculty member will work with the proctor to make sure the identified student is given more time.

11) Adjournment

Submitted,

Lida Cope, the DELTC Secretary