The final meeting of the Distance Education Learning Technology Committee for the 2012 – 2013 academic year was held Wednesday, April 24, 2013 at 3:30 p.m. in Brewster B104. Members present: Lida Cope, Xiangming Fang, Karl Wuensch, George Wang, Elizabeth Hodge, Elmer Poe, Clayton Sessoms, Donna McDonald, Ken Luterbach, Wendy Creasey, Brenda Killingsworth, and Tom Ross. Guests: Dorothy Muller and Lori Lee. Absent: Alice Anderson. Matt Reynolds, Nasseh Tabrizi.

Order of Business

**Agenda I – Approval of Minutes**—The minutes of March 27, 2013 were accepted.

**Agenda II – New Faculty Orientation**

Dr. Dorothy Muller from the Office of Faculty Excellence met with the DELT committee to discuss the Distance Education Training modules. In an effort to streamline the NFO meeting sessions the committee discussed recommending that within the correspondence that all new faculty attend the orientation there be included a statement about completing the DE Training modules. Several discussions took place amongst committee members asking for clarification about the orientation program, new faculty expectations, and requirements.

**Action:** Following the discussion, Elmer Poe made the following motion to include the statement within the correspondence to new faculty:

*If the faculty member is teaching a Distance Education course within the first semester upon arrival to East Carolina University the recommendation is that he or she complete the Distance Education Training modules either prior to attending or during the New Faculty Orientation Session.* The motion was seconded and the vote was unanimously in favor.

Further discussion with Dr. Muller included a discussion of the Peer Observation training process. Committee members discussed whether the training should be considered as “counting” towards the DE professional development faculty must complete annually. All members agreed that this is a vital process and an observation could be considered as meeting the annual DE training requirement for the Observer, but for not the Observed.

**Action:** *A motion was made that any online peer observations will count as DE professional development for the observer.* The motion was approved. The next step is for this to be added to Business Carried Over to next academic year within the DELTC Annual Report. The committee will need to take the information to the Faculty Senate in September.

Discussion continued amongst the group about DE training, peer review and current petition process. Elizabeth Hodge and Wendy Creasey discussed the OQC’s last meeting and addressed. The OQC references the policy which specifies the unit administrator has approval authority. The OQC will develop a list of recommendations to be sent to Provost Sheerer. Until that time the DELT committee has listed its first charge for the next academic year to create a list of activities that qualify as satisfying the annual training mandated for the faculty who teach online. (See DELTC Annual Report Business Carried over to next year).

**Agenda III – Reports**

IRCC - Wendy Creasey reported on the topics discussed at the IRCC meeting. These topics included:

- **Legality of File Sharing**—Changes are being made in the dorms called private addressing. Private addressing is another technology deterrent that will be used by ECU to discourage file sharing. There is a process to handle student and faculty violations. The university has taken steps to alleviate the issues by promoting the use of approved sites listed by EDUCAUSE and our library system. The following information is being updated:

  "Illegally downloading copyrighted music, movies, and other protected material via file-sharing programs can cost you your network access. You may even be subject to civil and criminal penalties ranging from $750 to $200,000 and up to 10 years of imprisonment. University employees who violate university computer-use policies will be subject to..."
disciplinary action up to and including dismissal. Student violations are misconduct under the applicable student disciplinary code. Sanctions may include revocation of access privileges in addition to other sanctions available under the regular disciplinary procedures.

Visit [www.ecu.edu/filesharing](http://www.ecu.edu/filesharing) for more information. Follow ECU’s [Student Code of Conduct](http://www.ecu.edu/studentconduct), [computing-use policies](http://www.ecu.edu/studentconduct), [copyright policies](http://www.ecu.edu/studentconduct), and [federal copyright laws](http://www.ecu.edu/studentconduct). University Attorney Statement on Copyright: [http://www.ecu.edu/cs-itcs/policies/copyright.cfm](http://www.ecu.edu/cs-itcs/policies/copyright.cfm)

- Oxygen – Is a new Dropbox like solution that is being piloted. Data in Oxygen are encrypted in transit and at rest. More to come as the pilot evolves. Microsoft Office 365 - New resources for students. Lync - IM, web conferencing - students have access as well. Full blown resources on campus but a light version in the cloud.
- A subcommittee has been formed to address an updated academic computer use policy for students/staff. Once developed, the policy will come to the DELT committee to address. The new policy will be referred to as acceptable use.
- DE Training Modules – Updates will be made to the current DE training modules. These updates will take place annually over the summer. Committee members involved in the review of updates and changes to DE Training modules will be able to use the evaluation process to satisfy their Annual DE Training.

**Agenda IV - The DELTC Final Report**
The committee members addressed the final report and made further recommendations for additions or edits.

**Addition:** It was noted that the DELT committee members have done an excellent job working with internal constituencies across campus and toward aligning strategic goals to be addressed. Furthermore, it was noted that many individual members such as Wendy Creasey and Elmer Poe were instrumental in sharing knowledge about information technology software, and distance education policies that effects faculty performance. Overall we are encouraged by the committee’s ability to work in tandem with other university committees across campus and within the university system.

Respectfully submitted,

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