Distance Education and Learning Technology Committee
August 22, 2012
Brewster Building – B 104
3:30-5:00pm

Attendance
Regular members: Lida Cope, Xiangming Fang, Karl Wuensch

Ex-officio members: Elmer Poe, Clayton Sessoms, Donna McDonnald, Ken Luterbach, Wendy Creasey, Brenda Killingsworth, Tom Ross

Others present: Andrew Morhead (Vice Chair of Faculty), Lori Lee (Faculty Senate)

The meeting was run by Andrew Morehead, VC of Faculty. The Committee Chair could not be elected for the lack of quorum.

1) Andrew Morehead suggested the Committee first review the items carried over from last year.
   a. Appoint two reps to serve as members on the Administrative Information Resources Coordinating Council (IRCC) and Technology Steering Committee (attachment provided).
      The DELTC already has representatives on the IRCC: Wendy Creasey (Chair of IRCC), ex-officio member of DELTC, Clayton Sessoms, ex-officio member of DELTC, Naseh Tabrizi, DELTC 2011-12 Chair, and Karl Wuensch, DELTC member. One regular member of DELTC, Nasseh Tabrizi, also serves on the TSC.
      Action Item: Decide whether additional representation is needed (9/26/12)

   b. Discuss the Published Hosted Course Tools
      Angela Anderson of the Registrar’s Office will update us on this when able.

   c. Discuss the ECU-wide technology requirement
      Remains an agenda item for one of our future meetings

   d. Continue to work collaboratively with both the campus and State-wide Online Quality Council (through Elmer Poe)
      Elmer Poe will update us after the first meeting

   e. Continue involvement with Teleworking Regulation Committee and any policies under development.
      Fiona Baxter, Director of Institutional Planning, will attend our November 28 meeting to update us on the Teleworking Policy

   f. Review new federal regulations regarding the delivery of online courses outside the State.
Action Item: The DELTC should plan to invite a representative from Human Resources to get an overview and discuss

- Participate in annual October “Think-In” and other DE events offered on campus - remains

- Take more active role in representing faculty feedback on upcoming Blackboard updates [it was suggested we remove this item as no longer relevant]

- Build collaboration with faculty in determining standards for online courses, focusing on how quality is defined and how technology can be used effectively in both online courses as well as F2F courses - remains

- Continue collaborative work with Academic Awards Committee, Teaching Grants Committee, and Innovation Center representatives to support teaching awards and/or grants focused on technology innovation - remains

2) The meeting time has been set for every fourth Wednesday, 3:30pm

3) New Business:

- Is there enough time for Blackboard upgrades between spring and SSI? (Wendy Creasey). Lori Lee suggested attending the Calendar Committee meeting to get a rationale behind having only a week in between the two sessions.

- The Committee began to discuss the DLTC goals for 2012-13; will continue at the next meeting when we have a quorum/can vote.
  
  i. Brenda Killingsworth suggested ECU should have one location where both faculty and students would find all of our online education policies.

  ii. The discussion developed into one action item that could be one of our goals for 2012-13: Review Section 6 of Faculty Manual where current policies are outlined; decide what needs to be regulated; and add links to policies and regulations for easy access.

  iii. The proposal of a Central Clearing House allowing students to take DE courses at any university within the NC University system was mentioned: How should our Committee weigh on this issue? Action item: If we approve this as one of our goals for 2012-13, we should invite Catherine Rigsby (Faculty Assembly) and Maggie O'Hara (a new member on GA) to discuss the proposal and possible consequences for ECU

  iv. How is the pricing of DE courses determined? Clarity of billed items for users – both issues were briefly discussed.

4) Adjournment
Since this meeting, Karl Wuensch has sent information from the Faculty Manual on the policy on scheduling final exams in DE courses (see below):


Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 6-December 13). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 6- December 13). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 6- December 13). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Since this meeting, Wendy Creasey has sent the results of the Faculty Survey regarding the DE modules (see the attachment).

Submitted,

Lida Cope, the DELTC Secretary 2011-2012