Distance Education and Learning Technology Committee  
September 28, 2011  
Brewster Building – B 104  
3:30-4:30pm

Attendance  
Regular members: Lida Cope, Peng Li, Mark Moore, Maggie O’Hara, Matt Reynolds, Nasseh Tabrizi, Karl L. Wuensch  
Ex-officio members: Austin Bunch, Amy Frank, Joe Norris, Biwu Yang (for Elmer Poe), Beth Velde, Donna McDonald, John Chinn (for Ernie Mashburn)  
Others present: Wendy Creasey (ITCS), Beth Winstead (Copyright Officer)

1) Approval of Minutes from 9-12-11  
John Chinn suggested a correction*; the minutes were then unanimously approved

*Correction for “postponed business”: “The DELTC postpones dealing with federal regulations for the delivery of online courses outside the state”

Elmer Poe requested via email to give a report regarding this issue at the next meeting.

2) DE Modules

Nasseh Tabrizi opened the discussion. Maggie O’Hara provided an overview of what has been accomplished during the last academic year:

- January 2010 The Online Quality Council was formed; charged to develop a peer review instrument; design some basis for faculty development; and assure ECU compliance with all the SACS regulations
- The regulations grew in number (to 27) and one of the strongest ones requires that DE faculty receive training in online teaching
- In response to this requirement, six training modules were developed by a group of twelve developers (largely ECU faculty)
- These modules were completed in February 2011; by that time about 70 people (members of the former DE-related committees and additional faculty) had reviewed the modules
- Feedback was returned to the developers, and revisions to address these suggestions followed
- Our committee will undertake a second review; Dr. O’Hara urged that the modules be looked at as designed for new, DE-inexperienced faculty. She suggested that veterans of teaching DE can begin with assessments (quizzes following each module) and comment on/critique the questions. Only then should they review each module, trying to view them with a ‘novice eye’
At this point Nasseh Tabrizi suggested we consider the mechanism for this review.

Austin Bunch has confirmed that there has not yet been a formalized review of the modules through the Faculty Senate though a number of Senators have reviewed them.

Nasseh Tabrizi asked whether those experienced DE teachers who don’t utilize Blackboard will have to complete these modules as well. Maggie O’Hara explained that the modules are not technology/platform-specific; they are simply accessed through Blackboard. On the issue of Publisher Hosted Course Management systems we should either include a statement based on the electronic discussion (leading to Angela Anderson’s response) or invite Angela Anderson to address this at one of our future meetings, or both.

Maggie O’Hara provided a list of the modules and mentioned some major features.

Nasseh Tabrizi asked whether we should focus on how to expand this review to different faculty from as many disciplines as possible, which appears what we ended our discussion with last time.

Maggie O’Hara, Amy Frank, and Austin Bunch noted that the Modules were subject to an extensive review involving various groups on campus last academic year. They supported an understanding that this second review should be satisfactorily conducted within the DELTC.

Maggie O’Hara reminded all that the modules must be approved by the end of the fall (SACS), which means that our Committee must be able to present our recommendations at the November meeting of Faculty Senate.

Maggie O’Hara also pointed out that there are many faculty members asking Dorothy Muller for access to the modules; and that whoever is interested in seeing them at this stage will be granted access. This, however, does not mean that a much broader review of these modules (prior to the Committee’s vote) is necessary.

Nasseh Tabrizi asked if we have any records as to which colleges were involved in creating these modules. Amy Frank and Maggie O’Hara said that all ECU colleges were involved. Lida Cope said that not all academic units were involved in this earlier review.

A discussion about whether or not it is necessary for representatives from all colleges to see the modules prior to the Committee’s vote ensued. An agreement was reached that the review would be limited to the DELTC, including ex-oficio members who are able to participate. Any faculty member interested in seeing the modules at this point should contact Maggie O’Hara for access.

Wendy Creasy of ITCS asked whether the same approval process will have to be repeated when updates and changes to confirm with the developments in instructional technologies need to be made. The Committee has decided to propose to the Faculty Senate that such changes be approved within the DELTC, which should make the
process less cumbersome. Maggie O’Hara noted that the training modules should be treated a ‘living document’, keeping up with all the advancements in online teaching.

The Committee discussed whether we should get access to a survey that was used last year to evaluate the modules in order to collect and be able to discuss all our feedback.

Other options discussed were sharing feedback via email (module by module), and using a discussion board on Blackboard to post our comments upon each review, using a relevant thread (Modules 1 through 6). This latter suggestion (by Karl Wuensch) was favored by all.

Lida Cope pointed out that our resolution to be presented to the Faculty Senate must make it clear that an extensive review of these modules (in two rounds) has been conducted, followed by a thorough revision to address feedback of some seventy faculty members who were invited to pilot them (first round) and all DELTC members (second round). It should also note that the DELTC members feel confident that these modules offer a good introduction to several different technologies for online teaching and a collection of useful resources.

The following timeline was worked out:

The DELTC will meet on October 12 at 3:30pm.

We will have reviewed and discuss all the modules by then.

Our recommendations (resolution) will have to be put on the Faculty Senate’s agenda by October 18 at the latest – to appear on the agenda of the FS’s November meeting.

Maggie O’Hara said that she would distribute to the Committee the report based on surveys conducted as part of the first round of reviews. All would have access to the training by the end of the day.

She also asked that we should contact her immediately if we notice a major issue so that it can be addressed right away, with Rich Ramirez’s assistance. If needed, Rich Ramirez will be invited to the next meeting.

**Task:**

Each committee member will complete the review at once or in stages – as follows:

Module 1 by September 30
Module 2 by October 2
Module 3 by October 4
Module 4 by October 6
Module 5 by October 8
Module 6 by October 10

We will use Blackboard’s discussion board to exchange comments and summarize the feedback. We will come to the next meeting prepared to share a few important points that we would like to see addressed. We hope to be able to approve the modules on the October 12 meeting to be able to meet the FS’s agenda-setting deadline of October 18.

The meeting adjourned at 4:30pm by Nasseh Tabrizi

Respectfully submitted by Lida Cope, The DELTC Secretary

10-12-11