The second meeting of the Distance Education Learning Technology Committee for the 2012-2013 academic year was held Wednesday, September 26, 2012 at 3:30 p.m. in Brewster B104. Members present: Matt Reynolds, Nasseh Tabrizi, Lida Cope, Xiangming Fang, Karl Wuensch, George Wang, Elizabeth Hodge, Biwu Yang sitting in for Elmer Poe, Clayton Sessoms, Donna McDonald, Ken Lutrebach, Wendy Creasey, Brenda Killingsworth, and Tom Ross. Guests: Dawn Pilgrim-Dunn, Karen Traynor, Ken Wilson, and Lori Lee. Absent: Alice Anderson.

Order of Business

Agenda I – Election of Committee Officers
Everyone was welcomed to the second meeting of DELTC. Members introduced themselves and the meeting began with the election of officers. Lida Cope was elected as Chair of the DELTC, Karl Wuensch was elected as Vice-Chair, and Elizabeth Hodge was elected as secretary.

Agenda II – Approval of Minutes– Tom Ross moved to have the minutes accepted, 2nd by Karl Wuensch. The minutes of the first meeting held on Wednesday, August 22, 2012 were accepted.

Agenda III – Publisher Hosted Course Tools – Angela Anderson/Wendy Creasey
The review of Publisher tools available in the Cloud from Angela Anderson was tabled until the policy has been finalized. Wendy addressed the concerns committee members shared regarding the Publisher tools. It was noted that entire programs are based on these agreements for Cloud regulation. Karl Wuensch noted that any data that is university owned regarding students should not be placed in the Cloud. Current regulations are not adequate as they require students to input more data than is needed. Wendy stated that as soon as the cloud regulation policy is finalized we can ask that Angela present the information at our DELTC meeting.

Action: The committee requests that the Cloud policy be sent to the DELTC to review for discussion prior to Angela Anderson attending the meeting to present the information.

Agenda IV – IRCC
Information Resources Coordinating Council – Wendy Creasey noted that the DELTC need to provide three representatives to serve on the IRCC. The committee meets on the last Wednesday of every month at 8am in Mendenhall. It was determined that the DELTC Chair, and Vice Chair will serve on the IRCC committee. Lida Cope is also required to serve on the Technology Steering Committee.

Agenda V - Teleworking Program-Policy
Dawn Pilgrim-Dunn and Karen Traynor attending the DELTC meeting to present the draft of the Teleworking/Working from Alternate Location Policy. Dawn Pilgrim-Dunn stated that the policy was developed by ECU to protect the university from litigation. The committee was formed over space issues as well as SPA staff inquiring about telework options. The purpose of our committee is to review the policy when approved for staff and assure that the needs of faculty members are properly addressed in this policy’s version to be then prepared for faculty.
Discussion: The teleworking policy started in 2009 and was Policy 3.9.0—The current policy before us does not affect faculty, rather SPA. One discussion item regarding the policy is that the university should provide a liability waiver for SPA who wish to telework. Karl suggested a cost benefit analysis.

**Action:** The DELTC proposes that we have the Chair of the faculty senate or a representative from the faculty senate to serve on the Teleworking Program Committee.

**Agenda VI - Finalize Committee Goals for Academic Year 2012-2013:**

**Discussion:**

- Policy for distance education training requirement. – Discussion of what the training requirements consist of and what should be required in the future or disseminated into the wider faculty regardless of DE or not.
- Track the type of problems that faculty are incurring using the technology available. For example in September 2011 Tom had issue with SafeAssign and ITCS never responded to him. Mediasite technology providing. Tickets submitted – 2/3rds of students had issues. The systems are unstable. Tegrity doesn’t support classroom teaching. The committee should take into account the issues related to technology.
- An analysis of the current submitted support tickets to address the issues with technology.
- Discussion of technology training for all faculty as professional development, and the use of CEUs. Resolution to present to the Faculty Senate to require all faculty complete a technology requirement.

**Outcome:**

**Goal One:** An analysis of the current ITCS Technology Support tickets to address the types of issues that arise and how they are handled. Expected Outcome: Develop a list of problems and solutions

**Goal Two:** Develop a list of experts for specific content knowledge, pedagogy, and technology. Include both EPA and SPA staff.

**Goal Three:** Determine a policy for how DE courses are coded.

**Goal Four:** Exploration of tuition structure between DE and F2F with the intention of simplifying and making it consistent; also tied to the course coding process.

**Goal Five:** Build collaboration with faculty in determining standards for online courses, focusing on how quality is defined and how technology used effectively in both online courses as well as F2F.

**Goal Six:** Work collaboratively with both the campus and State-wide Online Quality Council

**Goal Seven:** Work collaboratively with Academic Awards Committee, Teaching Grants Committee, and Innovation Center representatives to support teaching awards and/or grants focused on technology innovation.
**Goal Eight:** Develop a resolution to present to the faculty senate that requires all (ECU-wide) faculty to complete a technology requirement.

**Action:** – Ask Wendy Creasey to attend the October 24th meeting to address what completing Goal One would entail.

**Action:** Dr. Tabrizi to contact Rita Reeves (SACS OQC committee) to attend October 24th meeting to present the Evaluation of DE Peer Review policy and process (document distributed to committee members at the meeting).

**Action:** Dr. Sessoms will address Goal Four and possibly Goal Three at the November 28th meeting.

The Chair of the DELTC or committee representative will move forward with each of the action items listed. The next meeting date is October 24, 2012.

Remaining meeting dates: October 24th, November 28th, December – Open, January 23, February 27th, March 27th, and April 24th.

Respectfully submitted,

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