

The Distance Education and Learning Technology Committee
Wednesday, September 25, 2013, 3:30 pm, Brewster B-104

Attendance:

- Regular members: Lida Cope, Xiangming Fang, Elizabeth Hodge (Chair), John Reisch (for Rose Bailey), Karl Wuensch
- Ex-Officio members: Chal Benson, Wendy Creasey, Donna McDonald, Elmer Poe, Clayton Sessoms
- Guest: Ginny Sconiers (ITCS)

Agenda:

- Approval of August 28, 2013.
[**Attached:** Minutes] The minutes were approved as modified. The revision is as follows:

“Wendy Creasey informed us about recent DE and Learning Technology –related projects.

1. Possible use of Cornerstone software to present the DE training modules. With the present setup every modification to the modules must be made on each of 13 Blackboard courses. With Cornerstone, each modification would need to be made only once. Wendy will bring a demonstration of Cornerstone to the next meeting.
2. Following performance problems with Safe Assign, ITCS is investigating alternative software, Turn-It-In. The DELTC supports moving forward with this software as an alternative. More information will be provided once a pilot begins.
3. Evaluation of Collaborate web conferencing software is nearing completion. SABA Meeting has made significant improvements in the product and we have found features such as the attendance tool that did not work well in Collaborate. At this point, there are minor differences between the tools and it would not make sense to make over 450 faculty change platforms. The DELTC supports this decision.
4. Kaltura Mediaspace pilot is coming to an end. This software provides a repository for video files and is integrated with Blackboard. At this time, we are going to pilot other tools already used by the university and hosted locally that have integrated similar features since we own those tools. The DELTC supports this decision.”

- Elizabeth Hodge – **DELTC Report on resolution** – Approved

Dr. Hodge reported on the approval of the DELTC Resolution at the first Faculty Senate Meeting:

“The Committee supports the following resolution, with a goal for this academic year to gather more information about unit-level policies regarding what activities qualify as satisfying the annual training mandated for faculty who teach online.

Faculty who serve as peer observers of online teaching are permitted to count that activity as an approved activity for the purposes of satisfying the annual DE professional development training

for all faculty teaching online courses. This is limited to no more than one such observation every three years.”

- **Wendy Creasy - IRCC Meeting Update**

- Among Blackboard updates, ECU is several versions behind the latest version; there is a significant upgrade that will occur in the spring semester; updates will be done once a year to ensure that ECU does not get behind in support of Blackboard; Blackboard training for faculty and students is being purchased to help with the transition to the latest version of Blackboard in the spring.
- Additional tools such as Air Media will be installed in the next round of classrooms; Air Media is an alternative to technology such as Apple TV. Air Media enables faculty to wireless-connect their devices to the classroom system and display the content on their device. This will become part of the classroom standards. Other new features include, a ring of adapters to help users connect devices that do not have a standard adaptor; an occupant sensor device that turns off equipment when no one is in the room; and new touch monitors.
- A new Cisco software that requires user devices have the latest Microsoft and virus updates is being implemented.
- The educational information on Online Assessment Tools will be distributed. Thanks to the group for reviewing the content.
- Wendy reviewed the Education and Technology Fee. There will not be an increase this year.
- Regarding the e-learning instructional personnel policy draft – the use of alternative tools in our courses not provided by the University: The language needs to be tightened so that our faculty members using a third-party tool understand they need to follow ‘home’ institutional policies.
- Dr. Hodge suggested including the E-learning instructional personnel policy draft with the notes on gaps, opportunities and recommendations under our Goal Five (see below)
- DE Learning Modules were updated over the summer.

- Ginny Sconier presented on Cornerstone, a customized learning center, to become one-stop place for all things faculty-training related. She explained the functions and potential of this learning center using the interactive online assessment package she has created.

- Includes enrollment options under “Instructional Tools” where a college can be selected and pieces of a particular training can be assigned.
- ITCS will support the training, movement of the DE modules.
- Using this method, does not require each of the modules to be updated individually. Colleges will be able to see a gradebook for their college.
- The DELTC members were asked to indicate whether we support the move in this direction and we did so.
- The DELTC members were asked whether the additional training modules reviewed over the summer can now be made public; the response was affirmative.
- The group wanted to know if a link to the Cornerstone training will probably appear in One Stop. We are assuming one will be but Wendy Creasey will follow-up.
- Cornerstone will be a one-stop location for one to check what training they have completed
- Cornerstone will be used for both online and face to face training (excluding student training)
- Training can be done by position types (e.g., food workers) or by the whole unit

- DELTC Committee - **Strategic Directions Report – E-Learning Workgroup**

[**Attached:** Reports of the GED Committee and E-Learning Policy Draft with Comments]

Please pay particular attention to the column with Gaps, Opportunities, and Recommendation Topics; please be **ready to discuss**]

- The group discussed the section *Gaps, Opportunities and Recommendations* that Wendy Creasey had prepared. These issues are listed in the attached table accompanying the *E-learning Instructional Personnel Policy (EIPP) draft*.
- Josh Reisch from the College of Business has offered information on the COB Preterm, which should be helpful in our discussion related to Goal #6. As for the Policy draft, it is a good starter for our discussion on (2) Design – student cohorts and (3) design – student readiness in the EIPP draft.
- Elmer Poe suggested that we should have a university-wide requirement showing that incoming students are prepared to undertake their coursework (i.e. have the technology skills to do so). For undergraduates, Dr. Hodge noted, COED 1000 has several such components (though the course does not have to be taken by all undergraduates). ITCS plans to pilot a tool like Lynda.com, a student IT training tool, should also provide student online training in a variety of software packages.
- So now we have to ask about what is currently available in the units; and what specific (additional) requirements some of the programs may have. This question should go to IT personnel in the units and to the Deans. (The Chair of the committee will send the request).

The E-Learning Workgroup is interested in working toward a system-wide standard. Each university will be able to implement various platforms. However, it would be cost-effective to streamline to the extent we can to avoid paying multiple licensing fees.

Dr. Hodge, as a member of this Workgroup, will have more updates from us after the meeting in Chapel Hill (end of September).

New Business:

Next Steps

1. We will invite Angela Anderson (Registrar's office) to next meeting to discuss registration format.
2. Dr. Dorothy Muller will be invited to attend next meeting to discuss who the Office for Faculty Excellence consults to assist with pedagogy and technology. (**Goal 4**)
3. Two separate requests will be sent. One, prepared by the DELTC Chair, for the IT personnel and Deans regarding the resource support for DE E-Learning in the respective units. The second one will be issued later, and sent to Instructional Technologists in each college, to solicit input on "list of experts". The latter may come in form of a brief Qualtrics survey. (**Goals 3 and 4**)

DE LTC Goals: Academic Year 2013-2014

1. **Goal One:** Present to the Faculty Senate our recommendation that faculty who serve as peer observers of online teaching be permitted to count that activity as an approved activity for the

purposes of satisfying the annual DE professional development required of all faculty teaching online courses, but not more often than once every three years.

2. **Goal Two:** Review and align current support mechanisms in place at ECU to meet the policies outlined in the Strategic Directions Workgroup Reports, with focus on the E-Learning Workgroup.
3. **Goal Three:** Work with registrar's office to find a way that makes it easier for students, who are registering for classes, to tell whether the format of an offered class is face-to-face, hybrid, or online.
4. **Goal Four:** Develop a list of experts who can be consulted for assistance with pedagogy and technology relevant to online teaching.
5. **Goal Five:** Continue to review feedback and monitor the use of the DE Training Modules. Review new module added during 2013-2014 year, addressing ADA.
6. **Goal Six:** Discovering what policies university units have with respect to what types of activities are approved for satisfaction of the annual training required of those who teach online.
7. **Goal Seven:** Review of yet-to-be-released policy on pedagogical tools provided online by text book publishers.
8. **Goal Eight:** Discussion of the role of MOOCs at ECU.

Respectfully submitted by Lida Cope