

EAST CAROLINA UNIVERSITY FACULTY SENATE ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2019-2020 Academic Year

COMMITTEE: Distance Education and Learning Technology

Membership (include ex-officio members). Regular members: Peng Xiao, Guyla Evans (Secretary), Kathy Lohr, (Vice-Chair) Scott Walfield, Will Banks, Kathleen Sitzman, Barbara Kellam and Timm Hackett (Chair). Ex-officio members: Steve Schmidt, Regis Gilman, Wendy Creasey, Elizabeth Len Annetta, Melinda Doty, and Mariama Ibrahim.

Meeting Dates (include members present). **and members who contributed to committee action, but were not at the meeting*

- August 28, 2019 (organizational meeting): Kathleen Sitzman, Guyla Evans, Kathy Lohr, Scott Walfield, Will Banks, Cynthia Shirkey, Regis Gilman, Steven Schmidt, Wendy Creasey, Melinda Doty, and Timm Hackett. Guests: Jeff Popke and Amanda Klein.
- September 25, 2019: Peng Xiao, Guyla Evans, Kathy Lohr, Scott Walfield, Will Banks, Cynthia Shirkey, Regis Gilman, Steven Schmidt, Wendy Creasey, Len Annetta, Melinda Doty, and Mariama Ibrahim.
- November 20, 2019: Kathleen Sitzman, Barbara Kellam, Peng Xiao, Guyla Evans, Kathy Lohr, Scott Walfield, Regis Gilman, Wendy Creasey, Mariama Ibrahim, and Timm Hackett. Guests: Lori Lee and Rachel Baker
- January 20, 2020: Kathleen Sitzman, Peng Xiao, Guyla Evans, Kathy Lohr, Scott Walfield, Will Banks, Regis Gilman, Steven Schmidt, Wendy Creasey, Melinda Doty, Mariama Ibrahim and Timm Hackett.
- February 26, 2020: Peng Xiao, Guyla Evans, Kathleen Sitzman, Kathy Lohr, Scott Walfield, Will Banks, Regis Gilman, Steven Schmidt, Wendy Creasey, Mariama Ibrahim, and Timm Hackett
- March 25, 2020 (in MS Teams): Kathleen Sitzman, Peng Xiao, Guyla Evans, Kathy Lohr, Scott Walfield, Will Banks, Regis Gilman, Steven Schmidt, Wendy Creasey, Melinda Doty, Mariama Ibrahim, and Timm Hackett. Guest: Rachel Baker
- April 22, 2020 (in MS Teams): Kathleen Sitzman, Diana Bond, Regis Gilman, Peng Xiao, Steven Schmidt, Guyla Evans, Wendy Creasey, Kathy Lohr Scott Walfield, Melinda Doty, Will Banks, and Timm Hackett. Guest: Rachel Baker

Subcommittees established during the year (include progress and/or completion of work). Separate subcommittees were established to review the following documents:

1. N/A

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

1. Provided feedback on the [Continuity and Contingency Plan Best Practices website](#).
2. Provided Feedback on the [Planning for Continuity of Instruction Guidance document](#).
3. Continued support and provided feedback on ECU's transition to Canvas.
4. Discussed Distance Education Professional Development Requirements and Distance Education Training sections of the Faculty Manual with Cynthia Bellacero.
5. Discussed with Angela Anderson the new [myname.ecu.edu](#) tool for students.
6. Revised Part VI, Section III. Distance Education Policies to *ECU Faculty Manual*.
7. Several DELTC members also served on the ATAC, IRCC, and Instructional Technology Accessibility Committees
8. Consolidated DELTC documents and videoconferencing in MS Teams due to COVID-19

Reports to the Faculty Senate (include dates and resolution numbers)

1. #19-88: December 10, 2019 — Revisions to *ECU Faculty Manual*, Part VI, Section III. Distance Education Policies.
2. April 22, 2020 — an overview of the [Continuity and Contingency Plan Best Practices website](#). This overview was provided for information only, to help educate faculty about available resources and guidance during this time of remote learning during the COVID-19 outbreak.

Business carried over to next year (list in priority order).

1. Members of DELTC agreed to tentatively keep the committee through August 2020 in case it could assist any other committees or task forces during the switch to 8-week block scheduling.

Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

1. Charge: Appropriate
2. Personnel: Committee personnel change via Faculty Senate
3. Attendance: Good
4. Responsibilities: Appropriate
5. Activities: Appropriate

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee. None Does the Committee's organizational meeting next year need to be earlier than the date set this year?

If yes, when do you prefer — August 26, 2020

Chair:  Timm Hackett

Vice Chair: _____ Kathy Lohr

Secretary: _____ Guyla Evans