

Meeting Date: Wednesday, October 24, 2018; 3:30 p.m. Brewster B-104

Person Presiding: Timm Hackett (chair)

Regular Members in Attendance: Barbara Kellam, Kathleen Sitzman, Guiseppe Getto, Yolanda Holt, Peng Xiao, Guyla Evans, Kathy Lohr (secy)

Ex-officio Members in Attendance: Diana Bond, Holly Wei, Wendy Creasey, Elizabeth Hodge, Regis Gilman, Melay Efrem

Guest: Beverly King, Director, Institutional Research

September meeting minutes were approved with a minor edit, which has been corrected for the record.

Microsoft Teams will be used for correspondence and files. Let Timm know if you have not received an invitation to join.

Steve and Peng will cover the IRCC meetings. Timm can cover in the Spring if needed.

New Business:

Item 1: Aligning professional development DE training between faculty senate guidelines and Faculty 180. Dr. Beverly King attended the meeting to discuss Faculty 180 and the DE professional development requirements. She shared that the broader issue is preparation for SACS/COC fifth year report in March because there is a section on distance education and faculty training. She shared a technical issue with Cornerstone and faculty notification when DE training is completed or needed.

Beverly distributed a handout with questions about changes needed to show compliance. When the Provost office was contacted about who had completed training, it was determined that they had not received such information and did not need to receive this because this is a college/departmental issue.

Offering initial DE training modules in Cornerstone has worked well. Follow-up training with a reflection sent to OFE, however, has been cumbersome. Joseph Thomas, Faculty 180 administrator, proposed that we add an activity classification to allow a yes or no for faculty meeting a DE professional development requirement. He has questions for the committee about wording. Should faculty just choose yes or no, and should there be an option for petition for other training?

Wendy confirmed that initial training in Cornerstone has been reviewed and updated as needed and that short modules in Cornerstone could allow for quick tracking with faculty having options for continuing professional DE development. Other training requires petitions to department chairs. Elizabeth noted that there have been a lot of petitions. Elizabeth said that a persistent question in her experience is what counts as training and this seems to depend upon department chairs. They seem to be flexible. Another concern is, why are only DE faculty required to complete professional development for their teaching? Also, how many hours count as completion of the requirement.

Beverly King passed out a handout with questions about possibilities for training since OFE will not be doing what they've done in the past. She asked several questions regarding the discrepancies including URL changes needed. Timm requested electronic documents for distribution to aid discussion by the committee.

Beverly summarized three items for this group:

Does the change in the faculty manual need to be formally recommended to Faculty Senate? It was decided to strike Number 6, Section 3 in the Faculty Manual and that this would be a minor revision but does need to go before the Faculty Senate.

How should the requirements appear in Faculty 180? This could be brought up to the Faculty 180 steering committee.

And, what are the revisions to the DE Professional Development requirements?

Regis noted that this needs to be approved by Faculty Senate and in place before March SACS. Impetus for clarifying is that we are writing to a standard and if we are following policy it's fine but if it's not a good policy then how does it need to change. URLs within the regulations should be turned over to this committee to rewrite guidelines. It was decided that we can work through Teams with suggestions before our next meeting in November.

Item 2: PRR

Wendy reiterated that PRR is more than just acquisition. It includes data collection, how it is used and how it is stored. There are data stewards for each of the regulations including FERPA and institutional data. Wendy recommended we review the PRR first. She did a quick review of each section of the PRR then distributed a Draft Summary of ECU's policy along with scenarios. It was determined that from an instructional perspective we need a list of questions (scenarios) such as Can I use YouTube? Timm to assign a specific space on the DELTC Teams site for committee members to share questions that we and our department colleagues have that could be included. Timm confirmed using Teams for committee communication. Allen Dennis can help with Team training if you need help. Wendy will take down the link to Special Guidance on Online Instructional Tools website. Elizabeth suggested a comparison list of what tool ECU supports versus similar unsupported tools, which was supported by several committee members.

Miscellaneous Business

Academic Technologies Group: Aims are to look at providers and offer demos including Gartner in December. Hardware end-of-life is two years. Goal is to have something the end of Spring. Melay Efrem, the committees' student representative, will join this group.

The meeting was adjourned at 4:45

Next meeting is scheduled for November 28, 3:30 p.m. in Rivers East 208 (Note: new meeting site per Lori Lee 10/25)