<p style="text-align:center">**MINUTES**</p>

COMMITTEE: Distance Education and Learning Technology Committee (DELTC)

MEETING DATE/TIME/LOCATION: November 20, 2019, 3:30 pm, Austin 308

PERSON PRESIDING: Timm Hackett, Chair

MEMBERS IN ATTENDANCE: ("x" indicates that a member was present)

Regular Members (5 needed for Quorum)		Ex-Officio Members	
Kathleen Sitzman	x	Lori Lee (Chancellor's office)	x
Barbara Kellam	x	Regis Gilman	x
Timm Hackett	x	VC for Health Sci Rep	OPEN
Peng Xiao	x	Steven Schmidt	
Guyla Evans	x	Wendy Creasey	x
Kathy Lohr		Len Annetta	
Scott Walfield	x	Rachel Baker (Faculty Senate)	x
Will Banks		Mariama Ibrahim	x
Cynthia Shirkey			

Guest: Cynthia Bellacero

ACTIONS OF MEETING:
1. Meeting was called to order by Timm Hackett, Chair.
2. Minutes approved as submitted.
3. Old Business
    a. Cynthia Bellacero — Distance Education Professional Development Requirements and Distance Education Training sections of the Faculty Manual. (PDF attached in email)
        i. Documents were discussed and edited. Wendy Creasey moved to approve the documents as amended; motion seconded by Regis Gilman; motion carried. The final copy is available on the Teams site.
        ii. For the Distance Education Professional Development requirement, DELTC recommends inserting the resolution into the Faculty Manual as Part VI, Section III, Item 6.
4. New Business
    a. Best Practices Contingency and Continuity Plans – Regis Gilman, Wendy Creasey
        i. Document was discussed and edited. Scott Walfield moved to approve as amended. Motion seconded by Wendy Creasey. Motion carried; final copy is available on the Teams site.
    b. Blackboard and MediaSite Upgrade – December Holiday Schedule
        i. Blackboard upgrade scheduled for December 21-23, 2019. (This is a maintenance upgrade, not for new functions.)
        ii. MediaSite upgrade scheduled for late December/early January. Downtime is not anticipated as this upgrade affects the database only. [Note: in a post-meeting

follow-up to this item, Wendy Creasey reported that the scheduled date is January 3, 2020.]

    c. Blackboard Ally – Considerations
- i. Evidence indicates that the Ally tool is not well used, although it does provide options to students.
- ii. Discussion suggests that there are existing alternatives that can be used, although they may not be a seamless as using the Ally tool.
- iii. Decision to obtain input from the IT Accessibility staff before we vote on a recommendation. Will vote at the March meeting.

    d. Preferred name in Canvas & Blackboard (Pending Approvals)
- i. This feature will be available and will be populated from data in Banner
- ii. Preferred pronouns may be a future option.

    e. ATAC Committee Update – no update

    f. IRCC Update – no update

    g. Other Discussion
- i. It was noted that there are some organizational changes in ITCS due to retirements.
  1. Andy Anderson – new Director of Network Services
  2. Zach Loch – new Director of Enterprise Information Systems
  3. CIO Don Sweet to retire 3/31/2020
- ii. The Innovation Hub will be moving into the former Dowdy Student Store space on main campus under the direction of Michael Harris.
- iii. An issue with the BLUE (Student Opinion of Instruction Survey) link in Canvas was reported. [Note: issue was reported as corrected on November 22.]

5. Adjournment: With no further business, motion to adjourn was made by Scott Walfield and seconded by Regis Gilman. Meeting was adjourned.

NEXT MEETING: Wednesday, January 22, 2020 at 3:30 p.m. in Austin 308.

Respectfully submitted,
Guyla Evans, Secretary