

Meeting Date: Wednesday, March 27, 2019; 3:00 p.m. Rivers 208

Person Presiding: Timm Hackett (chair)

Regular Members in Attendance: Guyla Evans, Yolanda Holt, Kathleen Sitzman, Guiseppi Getto, Kathy Lohr (secy)

Ex-officio Members in Attendance: Holly Wei, Diana Bond, Wendy Creasey, Steve Schmidt, Elizabeth Hodges, Melay Efrem

Special Guest: Marianna Ibrahim (student)

February meeting minutes were approved.

Old Business

Timm to take the three documents from February meeting along with Heidi's annual report and circulate via email. This will replace the April meeting that falls during finals. He will determine what committees need each of these reports. The only recommendation that needs to be on the April agenda of the Faculty Senate is the Learning Management System and associated recommendations.

New Business

The LMS recommendation from ATAC was distributed to DELTC two days ago. Diane asked about the recommendation of ARC in place of VoiceThread. Wendy confirmed that ARC is superior, several members have used and recommended ARC. Although WebEx should integrate into Canvas but we do not know how well, ATAC has been asked to review Zoom. Turnitin appears to be the preferred plagiarism software. Kathleen added that many of the individuals she works with prefer Zoom because of its simplicity. She also has a lot of experience with Canvas and strongly supports the ATAC recommendation.

Wendy noted that special-tier support for the migration to Canvas has been recommended. There is also a white-glove service at an additional expense that we will explore but currently do not have enough details. This additional service can calculate average of usage by course complexity to see which course migrations might need this added support.

Further discussion centered on three additional recommendations, if Canvas is adopted:

- 1) Mandatory training to access course (but keep short)
- 2) Require syllabus in LMS class by first day – committee did not recommend requiring
- 3) If grades distributed, have them in Canvas so they are in one place

Committee recommended the following changes to the executive summary and background materials:

- 1) In Executive Summary – insert 'additional' to read "Based on student feedback at the public forum and the faculty discussion, the ATAC has three additional recommendations for consideration:
 - a. To improve student communication and reduce confusion, we recommend that a syllabus be included within the course shell in all courses within the LMS, and that the syllabus be made available by the first day of class.
 - b. Research shows that consistent feedback is beneficial for learners. To that end, we recommend if grades are distributed in the course that the gradebook in the LMS be the one location a student visits to receive feedback on progress and performance.

- c. To ensure everyone has the necessary base knowledge to be successful using Canvas, we recommend training be required prior to receiving access to the Canvas system. Training will be offered online, face to face, and individually.
- 2) Add title above Background Section
- 3) References Section for Canvas Peer Call Summary - remove ',' before because Place double quotes (") around awesome with the comma inside of the quotes Change 2nd sentence to read '...and due to having a UNC GA contract.'
- 4) Timeline Section
Fall 2020 section should read as follows: 'All ECU courses go live in Canvas at the beginning of fall 2020.'
- 5) In timeline section, add bullet #7 to the recommendations to read as follows: '7. Ensure student training is available in online and face to face formats.' Yolanda motioned to have this added, it was seconded, and passed.
- 6) In Appendix B, file Storage for Brightspace should read as follows: 'Brightspace counts any course that is live toward your storage quota unless archived'.

Yolanda moved to accept the report with the six modifications listed above. Seconded by Melay. No discussion. All voting members present were in favor.

The ATAC report, unanimously approved by DELTC with amendments, will be presented in the April meeting of the Faculty Senate. Wendy will distribute the report to DELTC members with changes.

Meeting adjourned at 4:45.