

MINUTES

COMMITTEE: Distance Education and Learning Technology Committee (DELTC)

MEETING DATE/TIME/LOCATION: August 28, 2019, 3:30 pm, Rivers East 208

PERSON PRESIDING: Amanda Klein (Secretary of the Faculty), representing Chair of the Faculty Jeff Popke during Elections Timm Hackett, elected Chair

REGULAR MEMBERS IN ATTENDANCE: Kathleen Sitzman, Timm Hackett, Guyla Evans, Kathy Lohr, Scott Walfield, Will Banks, Cynthia Shirkey

EX-OFFICIO MEMBERS IN ATTENDANCE: Steven Schmidt, Wendy Creasey, Melinda Doty

OTHERS: Rachel Baker and Lori Lee (Faculty Senate office)

ACTIONS OF MEETING:

1. Information packets were distributed to all attendees. Contents: Annual report, roster, guide to faculty senate committee service, DELTC charge, parliamentary motions guide, organizational meeting agenda, committee goals form.
2. Meeting was called to order by Amanda _____, representing Chair of the Faculty Jeff Popke.
3. Elections were held for the office of Committee Chair. Nomination of Timm Hackett was properly moved and seconded; with no further nominations, his election was approved.
4. Timm Hackett assumed presidency for the remainder of the meeting.
5. Elections were continued for the offices of Vice-Chair and Secretary. Nomination of Kathy Lohr for the office of Vice-Chair was properly moved, seconded, and approved. Nomination of Guyla Evans for the office of Secretary was properly moved, seconded, and approved.
6. Going forward, committee meetings will be moved to Austin 308 for improved video conferencing. The scheduled meeting time and dates are unchanged. Timm Hackett will send updated meeting invitations and a link to Wendy Creasey's WebEx Room.
7. Kathy Lohr will preside at the September meeting.
8. Kathleen Sitzman was appointed to serve as a member of the Administrative Committee on Copyrights.
9. Peng Xiao and Steven Schmidt were appointed to serve as members of the Administrative Information Resources Coordinating Council.
10. Timm Hackett will serve on the Administrative Information Technology Accessibility Committee; other committee officers will serve as alternates.
11. The DELTC Annual Report was reviewed.
12. Wendy Creasey provided the following updates:
 - a. Canvas: Faculty Leaders have been designated within each College; the Colleges are proceeding with training; courses accessed within the past year are being migrated to the Canvas platform; information sessions are scheduled for September 9 and 11, after which Canvas access will be open to faculty; training will be offered on both campuses the week after the information sessions and will focus on what faculty should do to get started in Canvas; faculty are encouraged to opt-in for Spring term.
 - b. Portfolium: This portfolio tool will replace some existing tools on campus; groups will be able to access materials as needed; there will be integration with Canvas.
 - c. LinkedIn Learning: Formerly Lynda.com; integration is not yet ideal.
 - d. Adobe: Acrobat Pro licenses may be purchased for \$10/year, and Adobe Creative Cloud for \$44/year (free if a course requirement; must be in course syllabus).

- e. Administration has been fully supportive of the IT initiatives
 - f. Canvas Studio: will replace VoiceThread; has many advantages for students and faculty.
 - g. Respondus Lockdown Browser: Originally, ITCS planned not to use this product, but there are some use cases for it; should not be used for distance education (too easily defeated); for cases in which it is beneficial, recommendation based on group discussion is for ITCS to make it available upon request.
13. Goals for 2019-2020 Year:
- a. Continue support of transition to Canvas
 - b. Provide education/support for faculty managing “incompletes”
 - c. Discussion: evaluation will be needed to assess what Blackboard features ECU will be able to “turn off” as of July 1, 2020 in order to save on costs wherever feasible; Timm and Wendy will communicate with Will Banks and Tracy Morse relative to portfolios/outcomes.
 - d. Support the rollout of multifactorial authentication.
 - e. PRR’s on Continuity of Instruction/Contingency and Missed Class Time: information to be added to our Teams site
14. Other discussion:
- a. Faculty teaching Office 365 need to download the latest version from the ECU Download Center.
 - b. Reiteration of our “best practice” recommendation that faculty attend Canvas training and provide a syllabus and course grades in the learning management system.
15. Adjournment: With no further business, motion to adjourn was properly made, seconded, and approved at 4:35 p.m.

NEXT MEETING: September 25, 2019, 3:30 p.m., Austin 308.

Respectfully submitted,
Guyla Evans, Secretary