

Minutes

Committee: 2020/2021 Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: Wednesday, October 28, 3:30 p.m. via Microsoft Teams

Person Presiding: Kathy Lohr, elected chair

Regular members in attendance: Peng Xiao, Guyla Evans, Scott Walfield, Kevin Fontana, Nancy Dias, Melinda Doty, Jonathan Reid

Ex-officio members in attendance: Wendy Creasey, Regis Gilman, Robert Campbell, Steven Schmidt, Timm Hackett, Adriana Cowell

Others: Rachel Baker

Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, Chair.
2. Motion to approve revised September 23 Meeting Minutes, seconded, and approved.
3. Wendy Creasey presented the Canvas Standard Operating Procedure (SOP) to replace the Blackboard SOP. Motion to accept, seconded, and approved.
4. DELTC was asked to develop an Instructional Continuity and Contingency statement to be required in all syllabi which will be based on the language on the Instructional Continuity website. Kathy Lohr, Melinda Doty, Regis Gilman, and Wendy Creasey will develop a draft to send to DELTC virtually for further review and vote.
5. Addition of Canvas Training to the Distance Education Modules which were removed in the spring. Wendy Creasey suggested one of two options: Getting Started with Canvas – For Faculty already embedded in Canvas or use the Canvas – Getting Started in 30 Minutes modules with three or four short questions added. DELTC would review / develop questions for the Canvas – Getting Started in 30 Minutes modules. Motion to accept the latter, seconded, and approved.
6. Consideration of one Learning Management System going through DELTC with the exception of the Dental School of Medicine and Brody School of Medicine. Kathy Lohr, Melinda Doty, and Wendy Creasey will develop a draft to send to DELTC virtually for further review and vote.
7. As a result of student and parent complaints due to lack of engagement with faculty, there is a need to encourage faculty-student communication and engagement. DELTC was asked to create an infographic for instructors of best practices. Wendy Creasey put in a ticket to Creative Services to have this designed. Kathy Lohr shared a template to start the discussion. Questions were posed if one should be created for students as well as one that is more graphic based than text heavy for faculty. Kathy Lohr, Melinda Doty, and Wendy Creasey will get this started. There is a need to quickly get this done by December ahead of the spring semester. In the long term, Jonathan Reid raised the long term need for having some sort of structure in place for faculty and students about rights and responsibilities in terms of online / distance education and the resources that faculty and students can expect to have available. Timm Hackett raised the point that it was

intentionally noted ECU stressed courses would be taught asynchronously in the fall and that this material developed should keep the parent into consideration as well regarding expectations.

8. Announcements & Reports:

- a. Perusall vs. Hypothesis – Wendy Creasey noted there was a demand for an annotation tool and demonstrations were held for each. A comparison sheet will be created and distributed. It was noted that individuals felt that Perusall was akin to a learning management system whereas Hypothesis can be integrated within Canvas and was more surface level. A question was raised what pedagogical goal(s) this tool meets. It was noted how much deeper these tools go than the current methods available (e.g., Microsoft Word).
- b. Symposium: How I Survived the Pivot – Wendy Creasey has been circulating information regarding this symposium among colleges on how faculty transitioned in 30-minute sessions on Reading Day (November 18). A question was posed if the sessions will be recorded.
- c. Wendy Creasey reported that a pilot contract has been signed with Honorlock, an alternative proctoring system integrated into Canvas.
- d. Committees:
 - i. TAC: Wendy Creasey noted monitoring things that might need to come to back to this committee as well as creating a process for things that are discussed in this committee or others have been vetted or there's been governance so it doesn't seem that it is coming in cold. More Zoom licenses were approved.
 - ii. IRCC: Melinda Doty noted an audit is coming for all software on ECU owned computers within the next semester. Apple machines will be locked down more heavily as it is not as secure (e.g., disabling iCloud autosave, requiring administrative password for installing software). The Virtual Computing Lab is moving from Citrix to Azure due to the cost savings and benefits. The GoLive date is November 20. More wireless access points have been upgraded across campus.
 - iii. DLET: No update.
 - iv. IT Accessibility: No update. Next meeting is November.
 - v. Copyright: No update. Next meeting is December.
 - vi. Electronic Pad: There was a demonstration from Interfolio. More meetings will be held with various stakeholders on the timeline and there was positive feedback from the Provost's Office. Anticipated timeline is 2021-2022. There is concern over software duplication.
 - vii. Committee on Committees: The DELTC charge was read. The only suggestion was to adjust a title from "Director of Digital Learning and Emerging Technology Initiatives" to "Director of Digital Learning". There will be a first reading of it; no action will be taken until the second reading of it in December. There was no opposition to this from DELTC.

9. Adjournment: With no further business, motion to adjourn was made, seconded, and adjourned at 5:01 p.m.

Next meeting: Wednesday, November 11, 3:30 p.m.

Respectfully submitted,
Scott Walfield, Secretary