

Minutes

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

Meeting date/time/location: Wednesday, November 11, 3:30 p.m. via Microsoft Teams

Person Presiding: Kathy Lohr, Elected Chair

Regular members in attendance: Peng Xiao, Guyla Evans, Scott Walfield, Will Banks, Kevin Fontana, Melinda Doty

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

Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, Chair.
2. Motion to approve October 23 Meeting Minutes (Doty), seconded (Evans), and approved.
3. Vote on Instructional Continuity and Contingency language for syllabi. There was discussion whether this is appropriate for the syllabus. It was noted that in the Faculty Manual it is recommended that faculty include a statement on continuity of instruction but not contingency plan in V. Course Expectations and Requirements. Due to issues with the language of the faculty manual, Kathy, Melinda, and Wendy will talk to Rachel Baker which will be revisited in January 2021.
4. Vote on One Learning Management language. Motion to accept (Walfield), seconded (Evans), and approved.
5. Additional discussion on the Canvas SOP (Course Roles and Permissions). Minor changes were made to sections under Course Roles. Motion to accept as written (Schmidt), seconded (Fontana), and approved.
6. Do's and Don'ts of Online Teaching was presented by Melinda which was created by her, Kathy, and Wendy. Wendy was not sure if Creative Services would have a graphic ready for the December Faculty Senate meeting. There was some discussion as to whether the verbiage had to go through Faculty Senate first but as this is pedagogical, it does not. DELT members have until the end of the week to make any changes to the document in Teams. It will be sent to Creative Services next week.
7. Following reviews have been moved to spring:
 - a. Continuity of Instruction and Contingency website.
 - b. Undergraduate and Graduate catalog sections pertaining to distance learning and technology.
 - c. Part VI Section III of ECU Faculty Manual.
 - d. All documents referenced on the DELT website and in the committee charge to ensure a recent review data is documented which is part of the SACS documentation.
8. Announcements & Reports:

- a. Wendy Creasey provided the following update: Approximately 35 faculty members have submitted presentations for the symposium on Reading Day on their pivot to online learning.
 - b. Committees:
 - i. Committee on Committees: Second reading of the DELTC charge will be done on December 3 and voted on.
9. Adjournment: With no further business, meeting was adjourned at 4:31 p.m.

Next meeting: Wednesday, January 27, 3:30 p.m.

Respectfully submitted,
Scott Walfield, Secretary