MINUTES

COMMITTEE: Distance Education and Learning Technology Committee (DELTC)

MEETING DATE/TIME/LOCATION: January 20, 2020, 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	Diana Bond (Rep. of Chancellor)	
Barbara Kellam		Regis Gilman (Rep. of Provost)	x
Timm Hackett	x	Rep. of VC for Health Sciences	OPEN
Peng Xiao	x	Steven Schmidt (Rep. of Graduate Council)	x
Guyla Evans	x	Wendy Creasey (Rep. of CIO)	x
Kathy Lohr	x	Len Annetta (Rep. of Chair of the Faculty)	
Scott Walfield	x	Melinda Doty (Rep. of Faculty Senate)	x
Will Banks	x	Mariama Ibrahim (Rep. of Student Body)	x
Cynthia Shirkey			

ACTIONS OF MEETING:
1. Meeting was called to order by Timm Hackett, Chair.
2. Minutes approved as submitted.
3. Old Business
    a. Distance Education Professional Development Requirements and Distance Education Training sections of the Faculty Manual Resolution were approved by the Faculty Senate as well as by the Interim Chancellor.
        i. There were questions from the Faculty Senate regarding where to find training (Cornerstone) and how to report non-Cornerstone training (Faculty 180).
        ii. It was noted that Sarah Williams (OFE) is now monitoring compliance and verifying that appropriate Distance Education has been completed for faculty who teach online.
    b. Best Practices Contingency and Continuity Plans
        i. There was discussion centered on when to update the document to reflect ECU's new Learning Management System (Canvas).
        ii. Pages 1-4 of the "Contingency Plan and Continuity of Instruction Best Practice" document will be genericized from specific references to "Blackboard" to "Learning Management System." Members are asked to provide any additional feedback to the document, which will be considered at the February DELTC meeting.
        iii. The appendices will be updated for Fall 2020, when ECU has fully transitioned to Canvas. They will be posted at that time.

4. New Business
    a. Myname.ecu.edu
        i. This product allows individuals to provide their preferred name and pronouns. Updating this information using myname.ecu.edu will allow user's preferences to be transmitted to a number of university systems, including Canvas (once the data feed is enabled there).
        ii. Committee members discussed the implications of "mis-gendering" or otherwise mis-identifying students, including students who might make the change mid-semester, after faculty have established spreadsheet rosters or gradebooks. The DELTC members suggest that a notification be generated to appropriate individuals (current faculty, student advisor) when there is a change.
        iii. "Best practice" guidance would be welcomed. [Note: on 1/23/2020, Chairman Timm Hackett shared a link with the committee members, providing information on how the University of Minnesota was approaching this issue.]
    b. Canvas Transition Update
        i. Wendy Creasey shared a number of statistics relative to the number of faculty members using Canvas this semester (along with the number of courses, etc. for which Canvas is in use). Approximately 602 faculty members are now using Canvas. Comments regarding the application are generally positive. Students' main concern seems to be having to use both LMS's during the transition period.
    c. ATAC Committee Update – no update
    d. IRCC Update
        i. The IRCC's recent meeting included discussion of software applications for the School of Dental Medicine, Wendy Creasey's report of Canvas utilization, security updates, and the sunsetting of Windows 7. It was noted that there are some legitimate reasons for select users to remain on Windows 7 (e.g., a computer workstation associated with an instrument that is not yet Windows 10-compliant). Windows 7 users will need to be moved to a separate VLAN for appropriate management.
    e. Other Discussion
        i. Wendy Creasey notes that going forward, there will be increased learning opportunities for ways to take advantage of the Adobe Creative Cloud platform.
        ii. There are plans to update the Distance Education modules to reflect the Canvas LMS platform.
5. Adjournment: With no further business, motion to adjourn was made and properly seconded. Meeting was adjourned at 4:30 p.m.

NEXT MEETING: Wednesday, February 26, 2020 at 3:30 p.m. in Austin 308.

Respectfully submitted,
Guyla Evans, Secretary