

## MINUTES

**COMMITTEE:** Distance Education and Learning Technology Committee (DELTC)

**MEETING DATE/TIME/LOCATION:** March 25, 2020, 3:30 pm, Austin 308

**PERSON PRESIDING:** Kathy Lohr, Vice-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		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)	
OPEN		Rachel Baker	x

**GUEST:** Angela Anderson (MyName)

### ACTIONS OF MEETING:

1. Meeting was called to order by Kathy Lohr, Vice-Chair.
2. Minutes approved.
3. Old Business
  - a. MyName Update
    - i. The MyName product feeds the Banner system, but not Canvas
    - ii. Currently unable to write to Canvas pronoun fields; an option would be to add a pronoun field to Canvas and allow people to select
    - iii. Faculty would like email notifications when updates are made
    - iv. Committee consensus is that this is a sensitive issue that needs to be managed thoughtfully and as seamlessly as possible. Prefer to wait until full Canvas integration to roll out.
    - v. Wendy will provide screenshots for the April meeting
    - vi. Angela is working with Equity and Diversity and Mark Rasdorf to develop a communication plan
    - vii. Communication should preferably come from the Provost
  - b. Best Practices Contingency and Continuity Plans
    - i. Following discussion, the following changes were recommended.
      1. Update document name to remove “Continuity;” replace “flu” with “disease,” add government recommendations for limiting contact.

2. Move “New Continuity of Instruction Guidelines (Revised Spring 2020)” link from bottom of web page to top.
  3. Request the link be added to the Faculty/Staff page.
  4. Remove External Resources from Resources menu and add information to the External Resources in the Gray Box.
  5. Add a link for support.
  6. The main page of the instructional continuity page should list the content sequentially of the first three tabs (and eliminate the tabs Act Now, Teaching Online Best Practices, and Teach Online Prep Checklist).
  7. OneDrive and Teams links on this page do not work (‘Teaching Online Prep Checklist’ tab).
  8. Remove Distance Education reference.
4. New Business
- a. ATAC Committee Update (Wendy Creasey)
    - i. No update this month.
  - b. IRCC Update (Peng Xiao)
    - i. Committee meeting was moved to an online discussion.
    - ii. Discussion of vulnerability management, updated security patches, especially with move to online delivery; noted that hackers/scammers are not taking time off.
    - iii. .
  - c. Other Discussion relevant to Online Course Delivery
    - i. There has been interest in deployment of Respondus Monitor; recommended that this is used as a last resort.
    - ii. Best to go slowly and keep things simple
    - iii. Reminder that faculty cannot implement all tools at once, and students do not need to be overwhelmed.
    - iv. Note that Canvas has an excellent toolset, and faculty are encouraged to move to Canvas for online development.
5. Adjournment: With no further business, motion to adjourn was made and properly seconded. Meeting was adjourned at 4:45 p.m.

**NEXT MEETING:** Wednesday, April 22, 2020 at 3:30 p.m. in Austin 308/Microsoft Teams

Respectfully submitted,  
Guyla Evans, Secretary