

MINUTES

COMMITTEE: Distance Education and Learning Technology Committee (DELTC)

MEETING DATE/TIME/LOCATION: April 22, 2020, 3:30 pm, Austin 308/Microsoft Teams

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
OPEN		Rachel Baker	x

ACTIONS OF MEETING:

1. Meeting was called to order by Timm Hackett, Chair.
2. Motion to approve minutes (moved, Walfield; seconded, Schmidt); motion carried.
3. Old Business
 - a. Instructional Continuity
 - i. Timm Hackett will share with Faculty Senate next week.
 - ii. Timm requests that members try to anticipate questions that the Faculty Senate may have and share those questions to assist with preparation.
 - iii. Discussed “Top Ten” list from the Provost; noted that a link in the list is broken [received notice during the meeting that issue had been corrected]
 - iv. Suggest moving the COVID-19 and internet access tips to make the page more generic
 - v. Suggest renaming “Resources” tab “ECU Resources”
 - vi. Discussed potential for additional disruptions in fall/winter timeframe; potential need for continued social distancing for some faculty/staff/student populations (underlying medical issues, family members with fragile health, etc.)
 - vii. ITCS is exploring needs for continued/ongoing distance education
 1. Access to Respondus Monitor, live proctoring
 2. Possible faculty champions to help with course redesign
 3. Quality Matters education
 4. Readiness modules for students and faculty
 5. Proposing required use of Starfish and Canvas gradebook

- viii. Comment that fall/winter concerns require UNC-GA decision; more information may be available at the Faculty Senate meeting.
 - ix. Timm/Wendy request continued input if members notice additional concerns with Instructional Continuity page.
 - b. Distance Education Modules
 - i. Required for Summer term
 - ii. It is noted that many of the modules still contain references to Blackboard; this will take time to fully update.
 - c. MyName Update
 - i. A group with appropriate representation is working on a training/communication plan.
 - ii. Wendy shared screenshots of what the pronouns will look like in Canvas
 - iii. The “preferred name” will populate the “first name” and “display name” fields in Canvas rosters and discussion boards, as well as in Banner.
 - iv. In places that the pronoun display has been configured in Canvas, the preferred pronouns will display in parentheses after the name.
 - v. MyName will not update the Canvas pronoun field; an individual wishing to define pronouns may edit them in the Canvas Profile
- 4. New Business
 - a. Disability Support Services
 - i. Group has been encouraging faculty to consider Universal Design for Learning (UDL) principles in course redesign.
 - ii. Accessibility group meets on Thursday (Timm Hackett will be present as the representative from DELTC).
 - iii. It was noted throughout discussion that accessibility issues surrounding COVID-19/social distancing go beyond those covered under the ADA.
 - iv. Consideration of resources is being given to clinical experiences, laboratory courses, large enrollment courses.
- 5. Other business
 - a. Timm Hackett is completing the annual report of the committee. This is the final “official” agenda item of the year; however, membership is encouraged to remain engaged throughout the summer if at all possible.
 - b. IPAR plans to conduct a survey relative to access/accessibility issues.
 - c. Wendy will continue to provide Canvas updates over the summer months.
- 6. Adjournment: Properly moved and seconded; adjourned 4:30 p.m.

NEXT MEETING: will be scheduled for Fall term, 2020.

Respectfully submitted,
Guyla Evans, Secretary