

Minutes

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: August 26, 2020, 4:00 p.m., Microsoft Teams

Person Presiding: Purificación Martínez, Chair of the Faculty
Kathy Lohr, elected chair

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

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

Others: Rachel Baker, Diana Bond, Diane Coltraine, Jean-Luc Scemama

Actions of Meeting:

1. Meeting was called to order by Purificación Martínez, Chair of the Faculty.
2. Rachel Baker demonstrated how to access the DELTC website.
3. Elections were held for the office of Committee Chair. Nomination of Kathy Lohr was properly moved and seconded; with no further nominations, her election was approved.
4. Kathy Lohr assumed presidency for the remainder of the meeting.
5. Elections were continued for the offices of Vice-Chair and Secretary. Nomination of Melinda Doty for the office of Vice-Chair was properly moved, seconded, and approved. Nomination of Scott Walfield for the office of Secretary was properly moved, seconded, and approved.
6. Committee meetings will be held from 3:30 p.m. to 5:00 p.m. on Microsoft Teams.
7. Rachel Baker provided an update on the new SharePoint site for DELTC.
8. Business for 2020-2021:
 - a. Peng Xiao was appointed to serve as a member of the Administrative Committee on Copyrights.
 - b. Melinda Doty and Scott Walfield were appointed to serve as members of the Information Resources Coordinating Council.
 - c. Kevin Fontana was appointed to serve as a member of the Information Technology Accessibility Committee.
 - d. Will Banks was appointed to serve as a member of the Digital Learning and Emerging Technology Advisory Group.
 - e. Continue to work with ITCS and the Academic Technology Advisory Committee as ECU continues to transition to the Canvas Learning Management System.
 - f. Revise the Blackboard Standard Operation Procedures to use Canvas language.
 - g. Provide input on the Instructional Continuity and Contingency website to make it more general.
 - h. Consider recommendation requiring faculty to have an Instructional Continuity and Contingency statement on their syllabus

- i. Consider recommendation putting Canvas training back into Distance Education modules
 - j. Consider recommendation of one learning management system
 - k. Charge questions:
 - i. Notification of Chief Information Officer about change in title and representation concerning Wendy Creasy's new role
 - ii. Consider whether additional changes are needed to the charge
 1. Should DELTC help place appointees to the Technology Acquisition Committee
 - l. Consider whether this committee has a representative on the **Distributed Information Technology Group** (name is wrong)
9. Wendy Creasy provided the following update:
- a. Canvas audit received an "A".
10. Adjournment: With no further business, motion to adjourn was made, seconded, and approved at 5:05 p.m.

Next meeting: September 23, 2020, 3:30 p.m., Microsoft Teams

Respectfully submitted,
Scott M. Walfield, Secretary