<div align="center">**Minutes**</div>

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

**Meeting date/time/location**: September 23, 3:30 p.m., Microsoft Teams

**Person Presiding**:                    Kathy Lohr, elected chair

**Regular members in attendance**:    Peng Xiao, Guyla Evans, 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, Timm Hackett, Adriana Cowell

**Others**:                    Rachel Baker

**Actions of Meeting**:

1. Meeting was called to order by Kathy Lohr, Chair.
2. Motioned to approve August 26 Meeting Minutes (Doty), seconded (Reid), and approved.
3. Old business:
   a. Faculty Senate had asked DELTC for input on a faculty resource for student pronouns "Understanding Pronouns": http://core.ecu.edu/umc/Yeaman/Understanding-Pronouns/index.html. There was discussion around needing definitions for the "How do you use pronouns" slide. Motion to approve (Schmidt), seconded (Walfield), and approved.
4. New business:
   a. Wendy Creasey was approved to serve as the Director Digital Learning & Emerging Technology Initiatives and as the liaison from the Digital Learning Advisory Committee. There was an official change to the membership requirements to reflect her new position to serve on DELTC.
   b. The DELTC charge was reviewed. After significant discussion, the following was proposed as changes to be brought to a vote by e-mail after further review by voting members:
      i. One ex-officio members (with vote) had voting privileges removed and remains on the committee: the Chief Information Officer or an appointed representative.
      ii. One ex-officio members (with vote) was added: Director of Digital Learning & Emerging Technology Initiatives.
      iii. Additional changes to the Committee Responsibilities
5. Additional Business and Announcements:
   a. Robert Campbell raised the issue of using WebEx in Canvas which is cumbersome and instead used Conferences within Canvas. The question posed was if ECU will standardize on one tool. Wendy Creasey said they do not see ECU purchasing Conferences as it is free within Canvas and due to the high cost and that ECU already has WebEx and Teams as well as additional requests for ECU to purchase Zoom.

b. Wendy Creasey had the following updates:
   i. Reminders for the committee as business for 2020-2021:
      1. Consider putting Canvas training back into DE modules
      2. Consider recommendations of one learning management system
      3. Consider recommendation to require faculty to have an Instructional Continuity and Contingency statement on their syllabus
   ii. Creation of a best practices document for asynchronous and synchronous teaching is needed.
      1. There was discussion around the need for faculty to allow for both faculty-student and student-student engagement.
      2. A question was asked regarding what students are told in terms of best practices and what they should have available. It was noted that incoming students are presented with a "DE 101" learning module. There is also another website for students for distance education which can be found at: studentreadiness.ecu.edu.
c. Technology Acquisition Committee (TAC) update – Wendy Creasey
   i. There is significant demand for Zoom across ECU; this has already been approved for Coastal Studies.
d. Canvas Project Update – Wendy Creasey shared a number of statistics and updates surrounding Canvas:
   i. Canvas Project is in full implementation mode with weekly meetings. Four new Faculty Canvas Leaders were added, creation of Peer Training Sessions weekly throughout the semester, and an end of the semester event to share ideas and best practices.
   ii. There were 1,775 Canvas Support tickets in August 2020. There is now the creation of a Phone Tree for Canvas Support.
   iii. From summer 2019 until August 2020, there were 3,624 Canvas Training Attendees, 1,520 unique Canvas attendees. There are 91% courses published which exclude enrollments of 1, dissertations, thesis, independent studies, and internships unless published.
   iv. Three LTIs are prioritized for Canvas integration: MacMillan, Aleks – Math, and Norton as it will have the largest student impact. Other considerations that can impact all students is GeoGebra Graphing Calculator, Collaborative Annotating, and Piazza.

6. Adjournment: With no further business, motion to adjourn was made (Doty) and seconded (Gilman). Meeting adjourned at 4:54 p.m.

**Next meeting:** October 28, 3:30 p.m.

Respectfully submitted,
Scott Walfield, Secretary