

## **Minutes**

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

**Meeting date/time/location:** October 27, 2021, 3:30 p.m., Microsoft Teams

**Person Presiding:** Melinda Doty, Elected Chair

**Regular members in attendance:** Scott Walfield, Will Banks, Nancy Dias,  
Melinda Doty, Imre Patyi, Marina Walker

**Ex-officio members in attendance:** Wendy Creasey, Jennifer Baysden, Robert Campbell,  
Steven Schmidt, Timm Hackett

**Others:** Rachel Baker

### **Actions of Meeting:**

1. Meeting was called to order by Melinda Doty, Elected Chair.
2. Motion to accept minutes and approved.
3. Canvas Standard Operating Procedures approved for presentation to Faculty Senate on November 2.
  - a. Discussion via email resulted in peer review instrument being sent to General Education and Instructional Effectiveness Committee for possible review. Melinda provided an update as to why gradebook access was necessary.
  - b. Course Reviewer Role will stay the same in the updated Canvas SOP.
4. There was discussion over the quiz questions for the DE Modules in Canvas. Steven Schmidt brought up the issue that due to how the quiz questions are constructed, it leads to one answer, all of the above. Further discussion led to a vote whether to keep or remove the quiz questions; the committee voted to keep them. There was agreement to keep three questions (1, 4, & 5): “As an instructor, the Courses area...”, “The Canvas Gradebook provides...”, and “Which Canvas feature...” and to reword them. To pass, must get at least 2 out of 3 questions correct. It was brought up that only requiring 2 out of 3 rather than 4 out of 5 might be seen in a negative light. Wendy Creasey followed up on this and it is not a concern.
5. One subcommittee to be formed that will cover the following: Academic Computer Policy, Computer Replacement/Retirement Program Policy, and Software and Data Collections Services Acquisition Review. Will Banks was nominated to Chair the subcommittee and accepted. Imre Patyi and Jonathan Reid will serve as members. Melinda Doty and Wendy will serve on the subcommittee in an advisory role. It was noted that as some policies are interim, these need to be finalized prior to SACS accreditation. Faculty feedback and concern had been shared regarding these policies which had been collected by the Chair of the Faculty, Purificación Martínez.
6. New business:
  - a. Partner with Student Government Association for a survey for student needs since the pandemic from an instructional perspective. It was noted that this can impact student morale in a positive manner though it can negatively impact it if a survey is

conducted and changes are not made. A question was raised if anyone had already done this – it has been done though on a more general level. This survey would likely be restricted to DE instruction only and a subcommittee will likely have to be formed. This will be added to the agenda next month to discuss further.

7. Adjournment: With no further business, meeting was adjourned at 4:25 p.m.

**Next meeting:** November 17, 2021, 3:30 p.m., Microsoft Teams

Respectfully submitted,  
Scott M. Walfield, Secretary