

Minutes

Committee: 2020/2021 Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: Wednesday, January 27, 3:30 p.m. via 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, Hector Molina, Amy Curtis, Adriana Cowell

Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, elected chair.
2. Motion to accept November 11 Meeting Minutes (Walfield), seconded (Gilman), and approved.
3. DELTC guidance on proctoring was reviewed. Creasey provided an overview of the document and the reasoning behind it. Motion to accept (Walfield), seconded (Evans), and approved.
4. Reviewed undergraduate and graduate catalog sections on distance education and technology. Minor changes to the text were made including, but not limited to, adding a link to Student Readiness website. Final version to be emailed to be reviewed with any final comments and then voted on.
5. Reviewed Part VI Section III of ECU Faculty Manual. There was discussion around several sections. The committee will return to it next meeting after a thorough review by individual members.
6. Hypothesis Pilot Project update: Creasey reported that of the two tools that allow for collaborative annotation, Hypothesis was chosen over Perusal and funding was secured for Hypothesis. An advantage of hypothesis is that it can be integrated into Canvas. Testing will start in March and in the summer by select faculty with the possibility of adopting it for the fall semester. There was a question regarding cost-effectiveness. Creasey noted this can be used by all students regardless of discipline. Motion to accept (Reid), seconded (Doty), and approved.
7. LTI's in Canvas update: Creasey noted they were working on integrating eight LTIs in the fall into Canvas. Application integration was halted in December pending the outsourcing of the bookstore.
8. Honorlock Proctoring Project: Creasey noted this software is a proctoring middle ground. It has been integrated into Canvas on a limited basis with testing this semester. It can send takedown notices if the exam is published on a website such as Chegg among other interesting features. An issue aroused with the preferred name in Canvas not matching the name listed on the student's ID which would stop students from continuing the exam.
9. The Student Readiness website was reviewed. It was adapted from UNCG through a Creative Commons License in addition to work done by an ECU faculty member. It can

be found on I am -> Online -> DE 101 -> Student Readiness. Suggestion to move it to <https://info.ecu.edu/ecu-online/> as “Are you ready” as well as including a link to it in the catalog and embedded in Canvas.

10. Announcements & Reports:

a. Committees:

- i. IT Accessibility: A question from IT Accessibility had been asked if the peer review instrument should have an item to ensure content is accessible. It was noted for the average instructor this would be difficult. If accessibility is to be added as a requirement, training would be required though it was noted that once an individual is trained, they do not have to go through training again. This was moved to February.
- ii. Copyright: Peng reported that the committee created some white pages concerning copyright guidance when shifting courses online as well as adding this to the DE training module to educate faculty about copyright matters. The committee needs help from DELT to reveal content to make recommendations.
- iii. Electronic Pad: Peng reported a number of campus wide demonstrations on Interfolio were held in January. It was noted that integration of Faculty180 into Interfolio is great, in part due to the fact that Interfolio is the parent company of Faculty180.
- iv. Committee on Committees: Doty noted they were finished with DELT and now concentrating on Diversity and Inclusion.
- v. IRCC: Creasey noted the most relevant topic discussed with Lecture Capture and that with Canvas, the decline of MediaSite is expected. Other solutions are being explored, particularly at what other institutions are doing.

11. Adjournment: With no further business, meeting was adjourned at 5:05 p.m.

Next meeting: Wednesday, February 24, 3:30 p.m.

Respectfully submitted,
Scott Walfield, Secretary