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

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

Meeting date/time/location: Wednesday, February 24, 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, Amy Curtis, Timm Hackett Adriana Cowell

Others: Rachel Baker

Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, elected chair.
2. Motion to accept January 27 Meeting Minutes (Reid), seconded (Gilman), and approved.
3. A survey needs to be developed by March to be distributed via Qualtrics to understand how teaching has been affected by COVID-19 and possible changes for the future. A subcommittee was formed to develop it: Banks, Creasey, Dias, Evans, and Reid.
4. Kathy Lohr announced that Tim Hackett will be the DELTC representative on the Barnes and Nobles Steering Committee.
5. Part VI Section III of ECU Faculty Manual was reviewed. After some discussion over revisions, a subcommittee was formed to make revisions collectively to be brought to the March meeting consisting of the following individuals: Banks, Creasey, Regis, Reid, and Schmidt. It was suggested to see if Quality Matters should be included. Creasey noted that the DE Modules has elements of Quality Matters content.
6. E-Pad: Peng reported that the committee received good feedback from three other institutions on their transition (University of Missouri System, Tulane, and Emory) as well as faculty for using Interfolio for the electronic pad. The committee approved the recommendations provided. Creasey noted that a permanent position will be created. There is still discussion over whether a digital signature will be accepted similar to PeopleAdmin.
7. Proctoring: Creasey reported that funding had been provided for students who were required to use paid proctoring services. It was found that some publishing tools require paid proctoring that had not been taken into account as well and students will be reimbursed for this. HonorLock is being piloted to have an in-house system integrated in Canvas. One issue remains with HonorLock is students' names on OneCard not matching their name in Canvas. Lohr asked if proctoring should be included in the survey to be developed.
8. Update on LTIs in Canvas: Creasey reported that some tools will still have to be integrated into Canvas even after the Barnes and Noble transition. Hackett noted that he was told there was no need to wait to submit book requests for both summer and fall due to the transition occurring in March.

9. Announcements & Reports:
    a. Committees:
        i. IRCC: Doty reported that almost all websites are converted over to WordPress. DocuSign has been widely adopted and due to the cost savings and environmental impact, will likely stay.
10. Adjournment: With no further business, meeting was adjourned at 4:42 p.m.

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

Respectfully submitted,
Scott Walfield, Secretary