Minutes

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

Meeting date/time/location: Wednesday, March 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

Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, elected chair.
2. Motion to accept February 24 Meeting Minutes, seconded, and approved.
3. The Survey of Instructor Pivot to Online subcommittee presented their survey. Minor changes were made, e.g., to ensure respondents know this is different than Schmidt's survey. The survey will be available for two weeks once released. Voted to accept, seconded, and approved.
4. The subcommittee to review Part VI Section III noted they needed more time.
5. Creasey provided an update regarding proctoring. It was noted that the language regarding proctoring is being adjusted. DELTC was asked to write in syllabus language and a memo for the provost to send out, particularly that faculty cannot use publishing tools that do not have a specific ECU contract. Banks had asked if a survey was sent to students regarding their experiences with proctoring. Doty asked if that request could be sent on behalf of DELTC. Creasey, Doty, Gilman, and Lohr will form a draft. Cowell was asked about the student perspective and noted negative effects on how students performed. She was also asked if students have received any surveys from Academic Affairs but noted that there have been so many surveys sent out, unsure if it was from them.
6. Lohr will be moving the Regional Transformation update to the April meeting.
7. Lohr asked for a subcommittee to be formed to review the Continuity of Instruction and Contingency website which she will lead. Members include Creasey, Doty, and Evans.
8. Announcements & Reports:
   a. Committees:
       i. Copyright: Xiao noted that Joyner Library has updated their website. Copyright information will also be added to the modules which will be refreshed at the end of May, but they were looking for more guidance from DELTC. Creasey noted that it should be Copyright's responsibility for what they want to know what faculty should know; Xiao will reach out to them.
       ii. Digital Learning: Creasey noted nine people have volunteered so far for the Hypothesis summer pilot.

      iii. Bookstore: Hackett noted that summer requests have already gone out. Faculty will be able to put their orders in for the fall soon; these are typically done at the same time but was modified due to the change with the bookstore.

9. Future business:
    a. Hector Molina to review recommendation for Video Capture software adoption.
    b. Review all documents referenced on the DELT website and in the committee charge to ensure a recent review date is documented. This work is part of the SACS documentation.
    c. Add Copyright and Canvas (approved) to DE Modules in May.
    d. Subcommittee on the faculty manual will provide an update.
10. Adjournment: With no further business, meeting was adjourned at 4:57 p.m.

Next meeting: Wednesday, April 28, 3:30 p.m.

Respectfully submitted,
Scott Walfield, Secretary