

## Minutes

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

**Meeting date/time/location:** Wednesday, April 28, 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, Timm Hackett

### Actions of Meeting:

1. Meeting was called to order by Kathy Lohr, elected chair.
2. Motion to accept March 24 Meeting Minutes (Peng), seconded (Regis), and approved.
3. Hector Molina provided an update regarding the video capture software adoption as MediaSite has been used for several years now. Three objectives, of which two, needs assessment and assessment review and analysis, have been completed. Faculty and students had been polled to see what features they wanted in the software. Seven vendors provided demonstrations with two clear choices: Panopto and echo360 who provided campus wide demonstrations and of those polled, Panopto was preferred. Later in the year, it will be piloted. Peng asked if videos on MediaSite can be saved/transferred to Panopto which Hector confirmed they would be able to. It was also noted that recorders will be phased out eventually and computers will be used which will result in cost savings. Wendy noted that Canvas Studio has two years left on the license – there is concern over duplication for Canvas Studio as well as how faculty will react in the fall. Kevin asked how Panopto integrates into Canvas which Hector noted is very fluid and should be well received. Timm noted one of the key features, record multiple inputs desktop recorder, and its strength which is currently lacking with the current tools and can be used on Chromebooks.
4. Wendy provided survey results on the instructor pivot to online. The analysis has not been 100% completed yet, particularly the responses to the open-ended questions, but should be done within the next month by the subcommittee. There were 210 participants. Of note, most did not use proctoring services and of the tools used, those were most satisfied with Honorlock and least with Examity with most continuing to use proctoring. Many made modifications to assessments as to not use proctoring. A majority of faculty (57%) thought courses were considered too large which resulted in discussion. There was discussion about some of the other surveys that had been distributed as well as a forum. Kathy had asked about Steven's survey but they have not been able to analyze the results yet. It was suggested that having Arina present to the committee in the fall may be fruitful.
5. Jonathan provided an update on Part VI Section III of ECU Faculty Manual. He had requested the subcommittee to perform three tasks: 1) based on the documents known

that may govern distance education and learning to look at the governing documents from SACS, UNC system, and/or faculty manual which they are in mid process; 2) does the document hold together logically as a document in terms of giving clear instruction to faculty; 3) how this section of the faculty manual governs distance education. Steven noted there are two levels to this: the original assignment was to see if section I and III did not overlap, there was no continuity, and there was agreement as well as what Jonathan mentioned.

6. Kathy noted that she observes the DELTC redo things and having the same discussion repeatedly and there is a need to organize that information, both in Teams and Sharepoint, so the committee can have the bigger picture on these issues with Melinda will assist with.
7. Kathy provided an update on the proctoring memo presented to Faculty Senate on 4/27. The syllabus language was not included – this will be resumed in the fall. In an effort to get it out sooner, Wendy will take the syllabus language to the Planning Committee. Wendy noted there will be a one-year retention for proctoring videos starting in September.
8. Kathy provided an update on the Continuity of Instruction and Contingency website. Kathy noted the only way to access it is through “I am” and then “Faculty or Staff” on the ECU homepage which is a concern other than searching for it. Wendy noted there was a need for a general paragraph before the “Continuity of Instruction Guidance” and the COVID-19 material needs to be moved to another area to help clean up the section.
9. Wendy provided an update on the technology tailgate which is on Friday, April 30. There are 18 sessions. There will be subcommittee meeting over the summer to plan for the fall tailgate; no date has been set yet. It was asked if they were coordinating with OFE on this which they are.
10. Peng provided an update to copyright to be added to the DE modules. There were two general questions from them: will DELTC determine what content to be added and who the primary contact is for adding it in Cornerstone. Wendy noted that the copyright committee needs to give DELTC the content who would approve it and then would pass it along. The content has to be updated by the end of May. This will be handled by e-mail.
11. Kathy provided the Regional Transformation update. Sharon Paynter presented it to the Faculty Senate on April 27 with three subcommittees formed on work force development, environment, and health and well-being. The goal is to publicize existing faculty scholarship and the impact its having.
12. Announcements & Reports:
  - a. Committees:
    - i. Accessibility: Kevin shared his concerns over adding more information items/standards regarding accessibility to the DE peer review form as it will require training to ensure faculty know what must be done to make it accessible. OFE are looking at more tools as there are known issues related to screen readers such as formulas. Jonathan noted there was some language around accessibility in Part VI Section III and it is unclear where

the responsibility ultimately lies. Wendy noted that software purchased goes through an accessibility review and most software has close captioning.

13. Future business for Fall 2021:

- a. Review all documents referenced on the DELTC website to ensure a recent review date is documented. This work is part of the SACS documentation.
- b. Completed update of Part VI Section III of Faculty Manual for Faculty Senate Review
- c. Syllabus language on proctoring reviewed by Faculty Senate

14. Adjournment: With no further business, meeting was adjourned at 5:14 p.m.

Respectfully submitted,  
Scott Walfield, Secretary