

Minutes

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: September 22, 2021, 4:00 p.m., Microsoft Teams

Person Presiding: Purificación Martínez, Chair of the Faculty
Melinda Doty, Elected Chair

Regular members in attendance: Scott Walfield, Will Banks, Kevin Fontana, Nancy Dias,
Melinda Doty, Jonathan Reid, Imre Patyi, Marina Walker

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

Others: Rachel Baker

Actions of Meeting:

1. Meeting was called to order by Purificación Martínez, Chair of the Faculty, and all members present introduced themselves. Kelly McGlooin is on maternity leave for the fall semester and will be joining DELTC in the spring.
2. Rachel Baker demonstrated how to access the DELTC website.
3. Purificación Martínez provided an overview of the DELTC charge and noted that it was updated by the faculty senate in January 2021. There was an overview of two additional documents: the guide to faculty senate committee service and the guide to committee voting and faculty senate reports.
4. Elections were held for the office of Committee Chair. Nomination of Melinda Doty was properly moved; with no further nominations, her election was approved. Elections were continued for the offices of Vice-Chair and Secretary. Nomination of Will Banks for the office of Vice-Chair was properly moved and approved. Nomination of Scott Walfield for the office of Secretary was properly moved and approved.
5. Committee meetings will be held from 3:30 p.m. to 5:00 p.m. on Microsoft Teams.
6. Purificación Martínez provided an overview for the committee's business for 2021-2022:
 - a. Imre Patyi was appointed to serve as a member of the Administrative Committee on Copyrights.
 - b. Jonathan Reid and Scott Walfield were appointed to serve as members of the Information Resources Coordinating Council.
 - c. Marina Walker was appointed to serve as a member of the Information Technology Accessibility Committee.
 - d. Melinda Doty was appointed to serve as a member of the Digital Learning and Emerging Technology Advisory Group.
 - e. Review items that the Committee is charged to review annually:
 - i. University Catalog sections that correspond to committee charge
 - ii. Policies within Part VI Section III of the ECU Faculty Manual
 - iii. Distance Education modules and Instructional Continuity and Contingency Website:

1. Revise instructional continuity and contingency info to cover current instructional disruptions
- iv. Finalize syllabus language concerning proctoring fees, privacy, and retainment policies
- v. Review the following policies and report commended changes to Faculty Senate:
 1. Computer Replacement/Retirement Program policy
 2. Software and Data Collection Services Acquisition
7. DELTC will be providing a summary to the Faculty Senate for the October meeting regarding the survey results.
8. An update was provided regarding the Barnes & Noble transition of managing the bookstore.
9. DE modules will be sent out to the committee to review and vote on via e-mail.
10. Wendy Creasey provided an update regarding the federal funding received, some of which will be used to update 20 medium to large classrooms in the spring so they can be used as a HyFlex classroom to accommodate face to face and online instruction synchronously as well as recording for on-demand access.
11. Adjournment: With no further business, meeting was adjourned at 5:00 p.m.

Next meeting: October 27, 2021, 3:30 p.m., Microsoft Teams

Respectfully submitted,
Scott M. Walfield, Secretary