Minutes

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: October 26, 2022, 3:30 p.m., Microsoft Teams

Person Presiding: Melinda Doty, Elected Chair

Regular members in attendance: Jamie Bloss, Nancy Dias, Melinda Doty, Imre Patyi, Jonathan Reid, Rita Soulen, Jan Tillman, Scott Walfield, Marina Walker

Ex-officio members in attendance: Jennifer Baysden, Robert Campbell, Wendy Creasey, Eric Houston, Ken Luterbach, Vera Tabakova

Others: Rachel Baker

Actions of Meeting:

1. Meeting was called to order by Melinda Doty.
2. Minutes were approved.
3. New business
   a. Wendy Creasey provided an update from the Proctoring Taskforce concerning the ProctorU Pilot. Eight faculty are participating including two DELTC members. Due to a court case regarding ProctorU, full room scans have been eliminated. Additionally, the need to offer alternatives has led the Taskforce to look into Smart Proctoring for the spring semester.
   b. Wendy Creasey provided an update concerning the syllabus language. The language to be used was recommended by the Proctoring Taskforce. Information has been added to the Add or Drop Classes description when students register so they are aware of the proctoring requirements including potential cost. Similar language is found in the catalog. Wendy provided an overview of proctoring and academic integrity found in the faculty senate material and the document, Fostering Academic Integrity in DE, which will need to be updated by various groups at ECU. The syllabus language will be reviewed by the committee and voted on next meeting.
   c. Wendy Creasey noted that there needs to be greater awareness by faculty when they require publishing tools to be purchased as ECU cannot offer support for them. It was suggested adding in language when faculty adopt books as well as other places so they are aware of this and any potential issues that may arise.
   d. Wendy Creasey provided an update regarding ECU's texting software which is a tool to better engage with students (e.g., registration, immunization records, graduation) in an intentional manner and shared the Texting Communication PRR draft. Currently, only enrolled students are texted. A committee at ECU will be formed to review texting requests. DELTC reviewed the document and approved the document with no revisions requested.
   e. Wendy Creasey provided an update on instructional continuity and the website (instructionalcontinuity.ecu.edu) that had been created in spring 2020 and is linked to in the Faculty Manual. The group voted and approved to update the website so it is

more streamlined and the document, Contingency Plan and Continuity of Instruction Best Practices, is on the frontpage.

4. Rachel Baker provided an updated on formal faculty advice concerning the Computer Replacement / Retirement Program. Jonathan Reid noted the topical concerns raised (e.g., monitors, department funding the first computer) by faculty. Eric Houston noted the needs assessment evaluation is nearly complete; approximately $800,000 worth of computers will be out of warranty on January 1. Melinda Doty will lead the written response which will be reviewed by the committee.

5. Annual item to be reviewed:
   a. Wendy Creasey will be updating the group next meeting regarding the changes to the University Catalog section that correspond to the committee charge.

6. Adjournment: With no further business, meeting was adjourned at 4:38 p.m.

Next meeting: November 30, 3:30 p.m., Microsoft Teams

Respectfully submitted,
Scott M. Walfield, Secretary