

Minutes

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: April 27, 2022, 3:30 p.m., Microsoft Teams

Person Presiding: Melinda Doty, Elected Chair

Regular members in attendance: Will Banks, Nancy Dias, Imre Patyi, Jonathan Reid, Patrick Rider, Scott Walfield, Marina Walker

Ex-officio members in attendance: Jennifer Baysden, Robert Campbell, Wendy Creasey, Eric Houston, Steven Schmidt

Others: David Creech

Actions of Meeting:

1. Meeting was called to order by Melinda Doty, Elected Chair.
2. David Creech provided an update about Admin by Request. It will remove the local rights from the users; this is a security measure to protect the university from phishing and other attempts to gain access. Individuals must submit a ticket to install specific software as well as why they need it; it is automatically accepted, and the user will have a 15-minute period to install the software they need. Everything that is done during that 15-minute period will be documented and reviewed on a quarterly basis. In the future, certain software will be automatically blacklisted (e.g., Torrent applications). A pilot has already been completed and a second one will be done in the future. David was asked how ITCS will know what software is needed by faculty who are the experts in their field. This is why approval is not needed and users can immediately install it. Over the long term, they are developing the lists of what is and is not acceptable for security purposes among others. It was noted that gaming is used in a lot of disciplines; Minecraft and Oculus are used, for instance, and have been approved. David noted they are trying to find the middle ground between what end users need and what the UNC audit requires.
3. Motion to accept 3/23 minutes, seconded, and approved.
4. Old business:
 - a. Formal Faculty Advice on Computer Policies was presented to Faculty Senate on 4/26 and was approved by acclamation.
5. New Business:
 - a. Wendy Creasey provided the following updates:
 - i. The status regarding hyflex classrooms has not changed since the last meeting. The hyflex classrooms used for the spring have been taken offline to prepare them for the fall. Eight classes were offered in the spring to teach faculty how to use them. More classes will be held, likely in August. An important issue to consider is how to best schedule those classrooms so that the technology is taken advantage of. Wendy needs to speak to some other individuals before getting feedback from DELTC. It was asked if Angela Anderson from the Registrar' Office should be invited to a fall meeting to help facilitate this conversation which may occur.

- ii. While faculty who teach online are required to take the distance education modules once, many adjuncts or individuals who teach only one class do not complete it which takes ECU out of compliance SACS. It was noted that adjuncts do not get paid enough as it is and to require them to take classes ahead of time may be a disincentive. One solution is to require them to take it by a certain date after the start of the semester (e.g., within one month). It was further noted that one requirement for adjuncts to teach a distance education course is that they already have experience doing so, otherwise they would not be hired. Wendy shared the Canvas shell, Designing Your Course – Teaching Toolkit which is comprised of seven modules. It was suggested that credentialing be accepted as an alternative in the future, such as CourseFit or the Teaching Toolkit Course, as these are more in-depth and require a greater time commitment. There was some objections to requiring adjuncts to take this but it was noted that it is ECU policy for all faculty alike. The committee voted in favor that all faculty, including adjuncts, take a distance education module of some sort. Deadlines will be set for notifying the Chair, Dean, Provost, and SACS Compliance Officer for faculty who do not take the module by certain dates.
 - iii. The instructional continuity site will need to be reviewed in the fall semester.
 - iv. The memo went out from the Provost’s Office on 4/27 to create a proctoring steering committee to be chaired by Wendy Creasey. Two members of DELTC, Scott Walfield and Marina Walker, were invited to participate. It is projected the steering committee will have their recommendation to the Provost’s Office in July requiring summer work for faculty.
6. Committee updates:
 - a. Timm Hackett was unable to attend the meeting and provided the following update to Melinda Doty: The search committee has approved the nominee for the CIO. This individual will be replacing Hector Melina who left the university for Fayetteville State University in early 2022.
 - b. The Student Survey Subcommittee has not met since the last meeting. This is tabled until the fall semester with the goal of sending out the survey in the fall semester.
 7. Melinda Doty thanked Scott Walfield, Will Banks, and Patrick Rider for their service as their terms are ending as well as the entire committee for their work this year.
 8. Adjournment: With no further business, meeting was adjourned at 4:18 p.m.

Respectfully submitted,
Scott M. Walfield, Secretary