<div align="center">**Minutes**</div>

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: August 31, 2022, 4:00 p.m., Microsoft Teams

Person Presiding: Melinda Doty, Rep. of Chair of the Faculty
                                                       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, Ryan Bonnett, Robert Campbell, Wendy
                                                       Creasey, Eric Houston, Ken Luterbach, Steven Schmidt,
                                                       Vera Tabakova

Others: Anne Ticknor, Rachel Baker

Actions of Meeting:

1. Meeting was called to order by Melinda Doty, Representative of the Chair of the Faculty, who was initially unable to make it due to campus wide technical issues.
2. Elections were first held for the office of Secretary. Nomination of Scott Walfield was properly moved and approved. Elections were held for the office of Vice-Chair. Nomination of Jonathan Reid was properly moved and approved. Elections were held for the office of Chair. Nomination of Melinda Doty was properly moved and approved.
3. All members present introduced themselves.
4. Rachel Baker demonstrated how to access the DELTC website.
5. Anne Ticknor demonstrated how to access the Teams folder and provided an overview of three additional documents: the guide to faculty senate committee service, the guide to committee voting and faculty senate reports, and DELTC business for 2022-2023.
6. Business for 2022-2023:
    a. The following were appointed:
        i. Imre Patyi was appointed to serve as a member of the Administrative Committee on Copyrights.
        ii. Scott Walfield and Jan Tillman were appointed to serve as members of the Information Resources Coordinating Council.
        iii. Nancy Dias was appointed to serve as a member of the Information Technology Accessibility Committee.
        iv. Rita Soulen was appointed to serve as a member of the Digital Learning and Emerging Technology Advisory Group.
    b. A subcommittee will be formed to consider the suggested edits by the Academic Council regarding the Committee's formal faculty advice on the Computer Replacement/Retirement program. Jonathan Reid is serving as chair. Jamie Bloss, Wendy Creasey, Melinda Doty, and Imre Patyi are serving as members.
    c. Review items that DELTC 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. This will be reviewed during the first meeting.

d. Proctoring Steering Committee – Wendy Creasey provided an update. Scott Walfield and Marina Walker are serving as members of the Proctoring Steering Committee and are members of the pilot for ProctorU for the fall semester. The Committee made two recommendations: 1) the closure of the ECU Proctoring Center and 2) rigorous proctoring solution, of which ProctorU was selected due to UNC Online sunsetting in Spring 2022. Funds were provided to support a pilot for faculty in the fall with no cost to the student; nine faculty are piloting the software. The goal of the Committee is to provide a recommendation on a campus wide proctoring service to DELTC by October 26. It is $12 for an exam which is cheaper than what Examity charged. Wendy discussed the recent court case in which the U.S. District Court for the Northern District of Ohio ruled in favor of a student against Cleveland State University due to their proctoring requirements which amounted to a 4th Amendment violation; she is in discussion with university leadership due to the implications.

e. Wendy Creasey noted that there is an issue with temporary faculty taking the distance education modules. Melinda Doty noted that this should be examined closer due to the ramifications; it will be added to the September agenda.

f. Admin by Request – Eric Houston noted that this did not get funded and ITCS is reviewing how to proceed.

g. Student Survey Subcommittee – A subcommittee will be formed at the next meeting.

h. Explore issue of required installations of device protection mechanisms, especially those that might be able to gather data from faculty and staff while they are using it remotely and in their homes. Eric Houston noted that they are able to push updates to Mac laptops but that they are not gathering data. Melinda Doty asked him to provide a short presentation to the committee this fall.

7. Committee meetings will be held from 3:30 p.m. to 5:00 p.m. on Microsoft Teams on the 4th Wednesday of each month.

8. Adjournment: With no further business, meeting was adjourned at 5:07 p.m.

Next meeting: September 28, 3:30 p.m., Microsoft Teams

Respectfully submitted,
Scott M. Walfield, Secretary