

## **Minutes**

**Committee:** Distance Education and Learning Technology Committee (DELTC)

**Meeting date/time/location:** September 28, 2022, 3:30 p.m., Microsoft Teams

**Person Presiding:** Melinda Doty, Elected Chair

**Regular members in attendance:** Jamie Bloss, 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:** Rachel Baker, Matt Powel, Nate Saunders, Rita Soulen, Sarah Williams

### **Actions of Meeting:**

1. Meeting was called to order by Melinda Doty.
2. Minutes were approved.
3. Matt Powel and Nate Saunders provided an update regarding the New Opscan self-service process and now located in Joyner and Lopus Library. The Opscan hours mirror the library and results are instantly emailed to the instructor. Staff are available during business hours. Previously, it took 1 – 2 days before instructors received the results due to the sensitivity of the work as student workers could not handle this. One thing they cannot do is weighing the grades which they had been previously able to do. In the zip package that is emailed, instructors receive PDF reports and an Excel file; grades still need to be entered manually.
4. Sarah Williams provided an update regarding the distance education modules required for temporary faculty and annual training.
  - a. Regarding the former: Nearly all are in compliance with DE training; approximately 40 are not. Not all faculty have access to Cornerstone so for those, an alternative method will be used. It was noted a common issue with temporary faculty is timely contracts. Jonathan Reid asked if the system is able to track individuals who do not consistently teach; there is a running list of individuals who have completed it and if this is a SACS issue; it is. It was asked if there was a certificate or something similar to have proof it was completed; there is not. For individuals who complete the alternative, Sarah Williams reaches out to Cornerstone staff that they had completed it. An attestation statement with a few take aways to be emailed to OFE will be used was passed.
  - b. Regarding the latter: There is a larger issue regarding annual training for faculty who teach distance education but do not take a professional development training. There will be a check box for the chair to ensure that faculty teaching distance education are completing their annual training as part of their annual review was passed.
5. The student survey subcommittee did not have a chance to meet. Jonathan Reid provided the background to why we are surveying students. A draft survey has been created. Ryan

Bonnett, SGA president, was added to the committee and will be meeting with the SGA executive council for feedback. An update will be provided at the next meeting.

6. Wendy Creasey provided an update regarding proctoring. The taskforce is reviewing another option, Smarter Proctoring, which allows for much more flexibility including in-person proctoring, similar to what ECU had with UNC Online. Eight faculty are piloting ProctorU this semester including 2 DELTC members. Language regarding proctoring and fees will be added to the catalog. The taskforce is considering requiring language on proctoring and technology be required in the syllabus as there are legal issues as well as considering a limit on the number of proctored exams that can be required in a course.
7. Eric Houston provided an update regarding the required installations of device protection mechanisms. EndPoint Manager is used to push updates for certain software. Software is also used to prevent certain applications from being installed. ITCS does not monitor email.
8. Jonathan Reid provided the background regarding the Computer Replacement/Retirement program. Eric Houston provided an update regarding the recommendations made – significant progress has been made to help make the refresh more seamless. The edits were reviewed.
9. Committee updates:
  - a. IRCC: IRCC held their initial meeting; Zach Loft provided an overview of the committee and its charge, an overview of ECU IT Governance Charter, an overview of project prioritization, of which there are currently 55 projects in different phases which includes Hyflex, proctoring, etc. Eric Houston provided an update regarding the Hyflex rooms – the goal is to have all of the rooms listed completed by fall break.
10. Adjournment: With no further business, meeting was adjourned at 4:54 p.m.

**Next meeting:** October 26, 3:30 p.m., Microsoft Teams

Respectfully submitted,  
Scott M. Walfield, Secretary