

Minutes

Committee: Distance Education and Learning Technology Committee (DELTC)

Meeting date/time/location: January 25, 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, Jan Tillman, Scott Walfield

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. Old Business
 - a. Computer replacement/retirement policy response. Jonathan Reid drafted the response and provided a brief overview. It is broken into two parts: 1) the response to proposed revisions and 2) four major issues not yet addressed. After some discussion and clarification from Rachel Baker, the last issue listed was removed. The document will be voted on at the February meeting.
 - b. Syllabus language recommendation regarding proctoring information. Wendy Creasey provided an updated draft which has been revised by various stakeholders including the Proctoring Taskforce. This will fix various issues including broken links. This syllabus language will be required for those who are using proctoring. Wendy noted that in various places, costs may be incurred for students. There was a discussion over faculty teaching in-person requiring the use of the online proctoring technology, as a number of faculty require quizzes and exams outside of class time. The document will be voted on at the February meeting.
 - c. Proctoring process update. Wendy Creasey provided an update. Due to issues that arose in the fall semester such as the lawsuit in Ohio, a different vendor was reviewed, Smarter Services, which offers improvements. More services are available including in-person proctoring. Online exams will cost roughly \$10-\$12; face to face will vary. As the contract is not yet finalized, the first pilot will likely be held in the first summer session as well as the fall semester.

Possible issues raised regarding students in financial need, the number of proctored exams per instructor in a semester which was re-iterated, and the quality of the proctoring services. Wendy addressed each: no funds have been made available, faculty will be asked to do no more than two per semester, and the quality is better. Ryan Bennet noted that SGA funds could possibly be used to assist with any financial need. A question was asked if faculty would be forced to switch to this over a free version once adopted by the university; faculty will not be required.

- d. Instructional continuity website is currently being revamped. Wendy Creasey provided an update on the changes made. A subcommittee was formed to review and give feedback. Wendy Creasey will lead it. Members include Vera Tabakova, Nancy Dias, Jennifer Baysden, and Ryan Bonnett. The subcommittee will also be handling the student survey and will be meeting on February 8, 3:30 p.m.; Melinda Doty and Rachel Baker will be joining.
 - e. Texting PRR has been paused for now.
4. Committee updates:
- a. Marina Walker is not able to attend the meetings at this scheduled time for the spring semester. The committee decided not to replace her for the remaining meetings.
 - b. ITCS: Funding has been secured for computer and monitor replacement.
5. The issue of ChatGPT/AI tools was raised with the possibility that DELTC take a role and to continue this discussion. It was noted that TurnItIn does not test for AI generated writing.
6. Adjournment: With no further business, meeting was adjourned at 4:47 p.m.

Next meeting: February 22, 3:30 p.m., Microsoft Teams

Respectfully submitted,
Scott M. Walfield, Secretary