eLearning Committee
Meeting Minutes

January 7, 2015
8:30 AM - 10:00 AM
University Hall, Room 610

Welcome and Meeting Objectives – Chris Edwards and Melinda Rhodes

Business

Welcome Melody Clark and Janet Staderman - Chris Edwards
  o Chris Edward welcomed Melody and Janet to the team. Their responsibilities from Office of the Provost have been transferred to UCIT.
  o The goal of this transfer is to create more centralized and integrated services for online learning.
  o Their skills are a good fit for partnering with the eLearning Center, an opportunity to approach online/DL holistically, and create a better team oriented approach.
  o Roles and Responsibilities
    ▪ Communiversity
    ▪ Compliance issues related to online learning.
    ▪ Main points of contact (internal and external to UC) for online learning.
    ▪ Committee work (i.e., represent online/DL on Strategic enrollment management committee, Academic Council, etc.)
    ▪ Development and maintenance of the distance learning web portal for students, potential students, faculty, and staff.
    ▪ Distance learning student orientation.
    ▪ Quality Matters resources.
  o Melody’s and Janet’s offices are located on the 4th floor near the reception area in University Hall.

eLearning Strategic Plan - discussion - spring retreat? - Chris Edwards & Melinda Rhodes
  o Committee is planning to hold another all-day strategic planning retreat.
  o Timeframe is spring semester.
  o Possible agenda items or topics for discussion include:
    ▪ Moving the eLearning Committee from working teams to a more governance related structure.
    ▪ Integrate vision and 3rd century goals into strategy, and find resources to fund it.
    ▪ Technology will shape the strategic vision and support it, but pedagogy will lead it.
- The new strategic plan must be developed in partnerships with deans, AVPs, and faculty senate.
- Online learning is the driving platform.
- Need to define hybrid, online, and flipped classrooms; they all have implications on the course requirements.
- Every college bootstraps their own eLearning/online learning plan.
- Need more consistency across campuses.
- CET&L to support online learning with focus on pedagogy, Center for eLearning will support it through technology
- Chris and Melinda will coordinate schedules for availability and an invitation will go out soon.

**Echo360 Phase I evaluation results - Mike Mitchum**
- Overall feedback from faculty was positive.
- Had low response rate from surveys.
- Technical problems caused 50 – 60% of LCoB class failures on Echo360
- Will continue with lecture capture pilot through spring quarter and re-evaluate before fall semester 2015.
- Rachel Valerio will focus on more training and communication.

**eLearning Speaker Series - Chris Edwards**
- The next speaker in the series is Bill Rankin, Directory of Learning at Apple - *Unleashing Creativity through Content, Context and Community.*
- The event will be in Myers Alumni Center on Thursday, Jan. 29, from 10 - 11:30 a.m. and is open to the university community.
- The Canopy and eLearning teams will have a debrief meeting following the session.

**3T Conference - Chris Edwards**
- The 3T Conference at Clermont College is on April 11, 2014.
- The Canopy team will have 10 sessions.
- Luis Perez is a keynote speaker ([http://luisperezonline.com/about/](http://luisperezonline.com/about/)).
- He is an expert on accessibility and a fantastic speaker.

**Center for Excellence in eLearning - structure - Chris Edwards & Paul Foster**
- Chris shared the Center for eLearning org chart (attached) with current and planned positions.
- The open Director position will be filled in the next couple of weeks.
- Some of the future positions are funded, others are not.
- Dedicated eLearning staff will attend college meetings as consultants/liaisons.
- Center for eLearning plans to develop better partnerships with college teams.
- The eLearning staff can serve as advisers to:
  - help develop best practices.
  - facilitate policy development.
  - build a better support model partly funded by UCIT and colleges.
- Chris introduced Rachel Valerio as newest member of the Center for eLearning.
  - Rachel’s background is public broadcasting in state government.
  - She reports to Paul Foster.
  - She is the contact point for video services, including the streaming and lecture capture pilot products.
Blackboard Performance Issues
  o UCIT is creating a tier 2 support team.
    ▪ Team will be led by an internal staff person.
    ▪ Funding is available for two more positions.
    ▪ Another performance audit is in the process now.
    ▪ Blackboard will be involved with remediation of issues.

Web Conferencing Task Force - final recommendation - Deb Brandenburg & Carolyn Stoll
  o The final report is posted to the eLearning SharePoint site for review and comment.
  o WebEx is the top choice for functionality and ease of use (see final report for details).
  o Adobe Connect is the second recommendation if WebEx proves to be too costly.
  o Strong indications are that Cisco is willing to negotiate on price for WebEx to move into the higher ed market.
  o Neither product will require an RFP.
  o Task force will turn their work over to Rachel Valerio, who will lead a pilot.

Kaltura Pilot Update - Don Hodges
  o MediaSpaces are the public facing sites (similar to YouTube channels) for delivering content.
  o Spaces have been created for the colleges who requested them.
  o College technical support staff have been identified
  o Kaltura has a new capture agent (CaptureSpace)
    ▪ CaptureSpace will resolve the Java and Flash problems with video
    ▪ HTML5 and cross platform.
    ▪ Kaltura plans to roll it out at end of January
  o iOS platform is still not working.
  o Don submitted and trouble ticket and is working with Kaltura and Apple to resolve issues.
  o UC has more onsite and remote training hours on contract.
  o Kaltura subcommittee will be meeting next week to plan the next training sessions.

Consultation Days - Melinda Rhodes
  o CET&L is offering Consultation Days the week before classes start.
  o First time the sessions have been offered.
  o Opportunity for faculty to spend time with CET&L consultants & IDs to help develop online eLearning classes.
  o Several appointments still available.

Blackboard Contract - Analytics for Learning - Chris Edwards
  o Session to be scheduled in spring semester.
  o Will be recorded.

Blackboard Content System Engagement – Paul Foster
  o Paul to schedule three training dates in January.
  o Plans for two full days of onsite training - 9:00 am – 4:00 pm.
  o Held in UHall.
  o Training limited to 15 people.
  o Canopy team will determine attendees in next meeting.
Respondus Monitor Pilot Update - Paul Foster
- Training session held on Dec. 29.
- A&S Spanish and Clermont Math departments participated.
- Training included information to inform students of requirements.
- Training team was disappointed with the lack of participation.
- Were the right people targeted for the pilot?
- For scalability and cost, Respondus is a good choice.
- Paul to submit a report with recommendations before next eLearning Committee meeting.

Articulate Storyline Update - Kent Meloy
- Kent Meloy will lead project.
- UC has 100 licenses.
  - 30 trainers and users in UCIT identified.
  - 70 licenses available for other users.
- 12 seats available for train-the-trainer sessions in February.
- Training will be for three full days and include Kent’s team.
- Instructional Designers (IDs) will attend February training.
- Templates to be stored on https://scholar.uc.edu.

Social Media & Student Engagement Update - Byron Hutchins
- Byron is developing an IT@UC and eLearning social media strategy.
- Goal is to foster community develop and eLearning engagement.
- Plans are underway to create a student success center (3rd Century Goal).
- Students must be included in all aspects of eLearning initiatives.
- UC has a robust Twitter presence and social media strategy.
- UC Canopy on Twitter @UCCanopy.
- eLearning Backpack project and other live events stimulate social media engagement
- Byron is tracking statistics
- Get engaged!

Subcommittee Updates
- Accessibility - Dave Rathbun
  - Committee formed in summer ’14 and has been able to connect people across campuses.
  - Dave R. recommends dividing the committee into instructional and functional subcommittees.
  - Smaller committees might inspire members to become more active and produce tangible results.
  - Upcoming project is a creation of YouTube videos to promote awareness of student learning disabilities.
    - Filming to begin at end of the spring semester.
  - Plans underway to conduct an IRB approved study.
  - Actively recruiting more students to be involved in the process.
  - Developing version 2 of the website to go live first day of classes, spring semester.
  - UC is required to submit a report to Office of Civil Right (OCR) on status of 504/508 compliance by March 2015.
- ID/Pedagogy - Dawn Clineman
The subcommittee discussed the new Director position in the Center for Excellence in eLearning with Paul Foster and provided feedback.

They are planning a mini retreat in January.

Send topic for the retreat to Dawn.

They plan to work closely with faculty senate to avoid duplication of effort.

- LMS - Deb Brandenburg & Don Hodges
  - Blackboard maintenance schedule is on Canopy website through calendar year 2015.
  - No maintenance will be performed during exam weeks.
  - The subcommittee developed a process for requesting new building blocks using a TeamDynamics form.
  - The focus for spring term is the LMS upgrade, scheduled for May 7, 2015.
  - The subcommittee developed a timeline template for each week of the term to assure successful upgrades.
  - The focus for fall semester is to develop processes and communications with the LMS subcommittee.

Adjourn

Meeting adjourned at 10:10 am