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MEETING MINUTES

<COMMITTEE NAME>

DATE: **JANUARY 8, 2014**
TIME: **1:00 PM TO 2:30 PM**
LOCATION: **UNIVERSITY HALL, ROOM 504**
CHAIR: **CHRIS EDWARDS, CO-CHAIR: MELINDA RHODES-DISALVO**

CALL TO ORDER

Present: Chris Edwards, Paul Foster, Matt Rota, Dani Peterson, Melody Clark, Eugene Rutz, Ruth Benander, Brian Verkamp, Pam Rankey, Warren Huff, Pamela Greenstone, Sue Trakas, Leslie Schick, Robert Rokey, Melinda Rhodes-DiSalvo

Online: Dawn Clineman, BJ Zirger, Michelle Conda

Apologies: Jeff Nainaparampil, Janine Morris, Adrienne Lane, Patricia Goedl, Sarah Schroeder, Lisa Meloncon

APPROVAL OF MINUTES

Chris Edwards asked if there were any questions or changes to the minutes from the last meeting. There were none. Warren Huff moved to accept the minutes, Eugene Rutz seconded the motion. The committee voted unanimously to accept the minutes.

BUSINESS

Lecture Capture Discussion/Pilot Recommendation

Dani Peterson updated the committee on the lecture capture options evaluated by the ePedagogy subcommittee. The committee reviewed three possible platforms: Panopto, Media Site and Echo 360. Echo 360 emerged as the front runner. Media Site was too expensive and Panopto only offered a software solution. Echo 360 offers a robust set of lecture tools, including plugins, like polling. The contract is at a reduced rate of \$22,000 for the first year. The capture hardware that was used in the classrooms from Podcast Producer can be reused with Echo 360. College funds may be available to purchase Echo 360 hardware appliances for lecture capture rooms that use dual screens. The ePedagogy subcommittee will work with the CET&L to develop a training and support program for faculty and students along with an evaluation process for the pilot.

Warren Huff motioned for the committee to recommend Echo 360 as the enterprise lecture capture solution to the IT Council for a one year pilot. Leslie Schick seconded it and the committee voted unanimously to recommend it. If it is approved by the IT Council, a delegation from this committee will take the issue forward to the Deans' Council. The pilot would start in summer 2014.

During the pilot, the committee will continue to evaluate Echo 360 as a permanent solution. Crestron offers a similar product but with less features right now and Kaltura may buy a lecture capture company in the near future.

Kaltura (the streaming video application) will offer lecture captioning for 508 compliance, and Paul Foster and Chris Edwards will work with General Council to develop a policy for a Teach Act exemption. Chris will present the Kaltura pilot recommendation to the IT Council on Jan. 22.

Blackboard Pilot Update

Paul Foster said the Blackboard upgrade is not really a pilot but instead is a new launch of the Blackboard LMS. There are 5,400 students (12% - 13% of student body) participating in 400 classes. UCIT has held four Town Hall meetings, and plan to offer four more in March. Two will be on main campus and two on the branch campuses. They will offer them again in the summer. Future Town Hall meetings will have new information based on feedback from faculty and students.

The collaborative training team led by CET&L trained more than 60 faculty and Blackboard support staff in the training offered in December. Arts and Sciences wants customized training for their college in February. The training classes were recorded and are posted on the <http://www.uc.edu/bblearn.html> website, along with outstanding issues and other documentation.

Paul provided status updates on current problems. The Blackboard Upgrade Steering Committee meets every Friday. eLearning Committee members can email their questions and concerns to Paul and they will address them in the Friday meetings. Of concern most recently was down time of Collaborate, a new Bb feature. After discussion, Paul agreed to turn the “old” system’s chat function back on if Collaborate was not running by Jan. 9.

Paul wants to work with CET&L and this committee to obtain feedback about the SP13 upgrade process and to seek input for determining timing for future upgrades. Matt Rota said CoN has created 200 course and they are pleased with the process. He thanked Paul and the Blackboard support team for their diligence and effort.

Subcommittee Updates

- **ePedagogy** - Next steps are to evaluate the Echo 360 pilot if the recommendation is accepted by the IT /council.
- **Instructional Design** – They completed the initial landing page template design and support documentation on the bblearn site. They are receiving feedback about the template and plan to make additional changes to make college customization and branding easier in the next few months.
- **Professional Development** – The committee has been reviewing the Blue Ribbon Committee recommendations for professional development and beginning the planning process for the summer institute.
- **Marketing and Communications** - Chris and Melinda provided an update since no one from the committee was able to attend today. They met with Nelson last week to review and further develop communication strategies about the Blackboard upgrade, upcoming pilots and other eLearning issues.
- **MOOC** – No members were able to attend.

DECISIONS

The committee voted unanimously to recommend Echo 360 as the enterprise lecture capture tool for a reduced cost 12 month pilot to the IT Council.

ACTION ITEMS

- Chris Edwards – Present the committee’s recommendations for piloting Echo 360 for lecture capture and Kaltura for streaming video to the IT Council in their next meeting on January 22, 2014.

ADJOURNMENT

Meeting adjourned at 2:25 PM on 1/8/2014.