eLearning Committee  
Meeting Minutes

February 4, 2015  
8:30 AM - 10:00 AM  
University Hall, Room 504

Present: Byron Hutchins, Rachel Valerio, Paul Foster, Eugene Rutz, Deb Brandenburg, Julie Breen, Dave Rathbun, Carolyn Stoll, Sue Trakas, Don Hodges, Tracy Herrmann, Robert Rokey, Chris Edwards, Dawn Clineman, Laura Dell, Pam Rankey, Mike Mitchum, BJ Zirger, Ruth Benander, Dani Peterson, Leslie Schick

Apologies: Melinda Rhodes-DiSalvo, Brian Verkamp, Melody Clark, Marina Coma-Diaz, Christopher Crowell, Patricia Goedl, Pam Greenstone, Warren Huff, Janine Morris, Matt Rota

Business  
Committee Process Updates  

- Chris Edwards reviewed the 2015 Calendar of events for the eLearning Committee, which included the dates for meetings, dates materials and reports are to be submitted to the PMO office, and the date agendas will be sent to the members.

- Chris reviewed the purpose of the Issue Action Form, which is the method members should use to add agenda items, bring concerns to the committee, or make recommendations during the formal meetings.

- Issue/Action forms are due to the PMO by EOB on Thursday the week before the meeting, which is a change in process. Previously members were asked to submit it the Wednesday before a meeting by 5PM.

- Update reports (suggested formats have been sent to all co-chairs and co-leads) should be sent digitally to the PMO on the same Thursday the week before the meeting along with other committee materials.

- Sending materials in advance is flipping the committee meetings and allows more time for discussion and idea generation instead of spending most of the time providing updates.

WCTF Issue/Action Form –
Carolyn Stoll asked for a motion to accept the WCTF recommendation to create a new project team to launch a pilot program for WebEx or Adobe Connect as the second choice.

- Paul Foster reviewed the cost matrix comparing WebEx, Adobe Connect (hosted locally and by cloud), Blackboard Collaborate, and Zoom.
- Adobe is not a simple solution – it offers local and cloud hosted solutions.
- Adobe would require more UC technical staff to support it. Without extra staff the risk is frequent technical failure.
- Integration is via a 3rd party for both WebEx and Adobe
- Cost model for WebEx = $1.30 per knowledge worker; students are free
- Initial pilot for WebEx if free, if it proves successful we will need to find funding
- Having multiple web conferencing options can be an asset; use them based on use cases.
- UC already has an investment in Adobe Connect in some colleges.
- Collaborate may be available by fall 2015.

After discussion, Chris Edwards motioned for a vote to accept the WCTF recommendations. The committee voted unanimously to accept WebEx as the first choice and Adobe Connect as the second choice.

- Rachel Valerio and BJ Zirger will be the new pilot co-leads.
- The pilot participants will be small and target 10 – 12 users, first preference given to colleges already using it based on use cases.
- Members from the old task force may participate in the new pilot team.
- Paul Foster will present a draft pilot plan in the March eLearning committee meeting.
- WebEx pilot to launch in fall semester 2015
- Chris will take the approved motion to IT Council in their February meeting, and share it across other integrated decision making bodies.

Canopy Project Team Issue/Action Form

- Paul Foster asked for a motion for the LMS Subcommittee to research and make an informed recommendation for archiving LMS course data which conforms to UC retention policies.
  - What is required via UC policy and what is helpful for faculty?
  - Current procedure is a rolling 3-yr window with data archived on remote storage.
  - Faculty need a clear understanding of export vs archive of data.
    - Archive = a file containing the complete academic record but requires a Bb admin to restore it.
    - Export = file of course information without all the academic records.
  - One suggestion is to store 3 years of courses on Bb, with two additional years on archives.
  - Paul will contact Linda Newman for guidance on Library archival options.
  - The Canopy team needs input from faculty.
  - Byron will send a draft communication of export vs archive to Tracy Herrmann for input from faculty senate. Once input is received, PIO will finalize for distribution across all campuses.

- The motion to move course retention policy issue to the LMS subcommittee was unanimously approved by the eLearning Committee.

Online Exam Monitoring Issue/Action Form

- The online exam monitoring pilot will officially start mid-term this semester.
• Sue Trakas made a recommendation to expand the scope of the pilot to include multiple products in addition to Respondus.
• The pilot process needs to be driven by the faculty voice and not by technology.
• The expanded pilot should keep the current members but recruit more.
• Online program integrity is an issue being raised by 504/508 accessibility compliance.
• The university will probably need a tiered approach, with no one solution that meets all needs.
• Respondus is the only product that scales.
• Respondus does not offer live proctoring; UC will need to add another product to have this feature.
• The project team can make recommendations for multiple solutions but not all of them can be funded at the enterprise level.
• The eLearning community should provide support and documentation for all recommended solutions.
• The project team has good representation from regional campuses but needs additional reps from:
  o faculty senate
  o CECH
  o CoN
  o Pharm
  o CoB
  o COM
• Send recommendations to Jane Haniefy for faculty and college representation.
• The eLearning Committee accepted the motion to expand the scope of the pilot to include multiple products in addition to Respondus.

**eLearning Temporary Move**
• The Center for Excellence in eLearning in 410 Zimmer is getting a makeover. Beginning Wednesday, February 11 and for the next several weeks, eLearning staff will be temporarily relocated to the 3rd floor of Zimmer Hall in suite 303.

• As a part of this renovation, the Zimmer conference room (410A) will be repurposed to accommodate staffing requirements. Therefore, Tuesday, February 10th will be the last day that meetings will be held in the Zimmer 410A conference room.

• Four (4) IDs are being hired, 2 funded by UCIT and 2 funded by A&S. They will move into Zimmer space after the renovation is complete.

• The exact timing for completion of the renovations is not confirmed, but they hope to move back into 410 Zimmer sometime in early to mid-March.

**TEACH Act Policy Update**
• Faculty Senate and Libraries are reviewing the TEACH Act and will provide feedback when finished.
• LCB is hosting TEACH Act conference in March. Information will come out soon.

**Spring Retreat Feb 25 in USquare.**
• Reminder that card-swipe needs to be turned off for the retreat
• The goal is to create the framework for strategic planning (not finalize the plan)
- Show some models
- Perform a SWOT analysis of where we stand today
- Plan to send out a pre-conference survey
- Planning process for strategic planning meetings will start shortly after the retreat with a broader group than eLearning.
- Plan to have SLOAN and New Media Consortium information presentations.

**Bill Rankin Presentation Summary**
- Dr. Rankin focused on 3C - Content, Community, and Context
- Best practices are not one-size fits all to be spread like peanut butter
- Best practices are local and need niche conversations in the respective colleges
- Creating learning environments applies to faculty too
- Universities must provide experiential learning for faculty in addition to KB articles and best practices
- Byron will send a summary to the committee along with the frameworks document Dr. Rankin referenced in his presentation.

**Future Canopy Speaker Series**
Don Henderson is the Senior Manager, Creative Expression for Apple Education and a member of the Education Content team. In his role, Don is responsible for creating programs and solutions that integrate Apple technology across both K-12 and HiED. A part of Don’s responsibilities include managing the Challenge Based Learning program, a multi-disciplinary approach to teaching and learning.

Don’s presentation for UC will focus on challenged based learning.

- Eugene suggested coordinating Don Henderson’s Canopy Speaker Series talk with a regional STEM conference held here at UC for K12 teachers in May. He would make a great keynote speaker for the event. Eugene and another CEAS colleague, Anant Kukreti, are co-PIs on a Math and Science partnership grant for the NSF that features challenge based learning and sponsors the STEM conference.

**Analytics Subcommittees**
- Blackboard demonstrated Analytics for Learn a few weeks ago for the Canopy team.
- Paul Foster will chair the new subcommittee and act as Director for the Analytics team within the eLearning Center.
- The subcommittee needs a co-chair. Send suggested names for co-chair and volunteers for the subcommittee either Paul or to Jane Haniefy.
- Membership should include representation from Enrollment Management.

**Subcommittee, Task Force, and Project Team Updates**
- Reports are posted on SharePoint.
- Chris will discuss creating a more formal structure and succession plan for all committees and representation at the IT Council in March.
The URL is still very much in use. The Canopy team needs a better message to inform the user community of this change and other changes to the canopy portal. Communication cannot be a one-time effort, but must be on-going. Dave Rathbun will work with the Canopy team to determine the best course of action for the URL to access Blackboard. Byron Hutchins will work on communication strategies.

**Motions Approved**

1. The eLearning Committee voted unanimously to accept the WCTF recommendation to select WebEx as the first choice and Adobe Connect as the second choice for the enterprise web conference tool. A WebEx pilot will start in fall semester 2015.

2. The motion to move course retention policy issue to the LMS subcommittee was unanimously approved by the eLearning Committee.

3. The eLearning Committee accepted the motion to expand the scope of the Respondus pilot to include multiple products in addition to Respondus.

**Action Items**

**Committee members** – Send name recommendations to Paul or Jane for co-chair and subcommittee members for the new Analytics subcommittee.

**Committee members** – Send suggested member names to Jane for the expanded Respondus pilot. Need representation from the following colleges:
- CECH
- CoN
- Pharm
- LCB
- COM
- Faculty Senate

**Byron Hutchins** - Send a summary of Dr. Rankin’s presentation along with the frameworks document he referenced in his presentation.

**Byron Hutchins** – Develop Canopy and eLearning communication strategies to provide on-going information and updates to the university community.

**Chris Edwards** - Discuss creating a more formal structure, representation, and a succession plan for all committees at the IT Council in March.

**Paul Foster or Rachel Valerio** – Present draft WebEx pilot plan in March eLearning Committee meeting.

**Adjourn**

The committee adjourned at 10:00 AM.