

eLearning Committee Meeting Minutes

Date: Wednesday, January 6, 2015
Time: 8:30 AM – 10:00 AM
Location: University Hall, Room 450

Present: Melody Clark, Kent Meloy, Mike Mitchum, Tina Meagher, Joni Torsella, Deb Brandenburg, Paul Foster, Jason Day, Warren Huff, BJ Zirger, Dawn Clineman, Eugene Rutz, Julie Breen, Pat Reid, Rafael Castaneda, Sue Trakas, Matt Rota, Emanuel Lewis, Pam Rankey

Guests: Shane Keene

Apologies: Michelle Conda, Don Hodges, Susana Luzuriaga, Bill Nicholson, Dave Rathbun, Leslie Schick, Sarah Schroeder, Bryan Smith

Meeting Minutes

Warren Huff motioned to accept the December meeting minutes with no changes, Melody Clark seconded the motion. The committee voted unanimously to accept the minutes.

- 1. Introduction to Dr. Shane Keene, Director of eLearning and Analytical and Diagnostic Science, CAHS (Chris Edwards)**
 - a. In his new role as Director of eLearning in CAHS, Dr. Keene will be attending eLearning Committee meetings periodically in order to develop working relationships within the larger eLearning community at UC.
- 2. Strategic planning update (Paul Foster)**
 - a. Focus group meeting dates starting in late January.
 - b. Faculty Senate and other key groups will participate.
 - c. eLearning is looking for college partners to help schedule and run the sessions, and help with follow up.
- 3. Blackboard engagement update (Paul Foster)**
 - a. eLearning had an all-day engagement with Bb in December for them to share their roadmap and product line.
 - b. Bb has not been sold, but CEO changed this week.
 - c. Bb is under tremendous industry pressure to improve performance.
 - d. Have a 3-day follow up engagement planned before focus groups on 1/27 – 1/29.

eLearning Committee

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Pam Rankey
Dave Rathbun
Pat Reid
Matt Rota
Eugene Rutz
Leslie Schick
Sara Schroeder
Bryan Smith
BJ Zirger

Ex Officio Members
Ruth Benander
Rafael Castaneda
Jason Green
Vernon Jackson
Kent Meloy
Mike Mitchum

Students
TBD (U)
TBD (G)

Meeting Schedule:
The committee meets the first Wednesday of the month:
February 3, 2016



- e. The LMS task force will be actively engaged with LMS assessment.
- f. The engagement with Bb in January is probably the start of the kick off for upgrading to Ultra.
- g. Bb Ultra assessment and discussion
 - i. Expect approximately two years before Bb Ultra is prime time.
 - ii. UC will have early access.
 - iii. We need to do market scan of other products.
 - iv. Canvas is making inroads.
 - v. May create test Canvas accounts for eLearning staff to test it.
 - vi. Threshold to change LMS is very high because of cost.

4. Blackboard access for athletic advisors - update from issue action form/vote in November (Chris Edwards)

- a. Joe Lucky and Chris Edwards presented the pilot details to Faculty Senate.
- b. No changes were proposed for the pilot.
- c. Dave Rathbun is eLearning point person for pilot.
- d. Pilot will start as opt in for faculty with student athletes only.
- e. Communication will be going out to faculty explaining rationale and details.
- f. Communication will come from eLearning staff and Athletics team.
- g. Jason Green, Internal Audit, will perform informal audit of pilot process.
- h. If pilot is successful, will move to an opt-out model.
- i. Level of access to courses in Bb is observer role, which is read-only for the specific student.

5. Introduction to Jason Day's new role (Chris Edwards)

- a. Jan 4th Jason transferred to the eLearning team and is reporting to Paul Foster.
- b. The best way to reach Jason for now is email.
- c. Chris provided some background on Jason's role and the evolving mobile device program.
- d. He has a unique skill set around mobile devices, particularly iPads.
- e. The transfer of Jason to eLearning was in partnership with CoN and they are interviewing now to replace him.
- f. Jason is a certified Apple trainer and will help manage the mobile device program.
- g. He has access to all the training materials that Apple trainers have.
- h. His role at Apple was primarily training, but he had a variety of responsibilities and experiences.
- i. Apple training is 2-year program, covers all of Apple's core devices, and includes teaching and learning strategies.
- j. Jason explained the Vanguard program – 2 members on campus, Melody Bauer and Emily Myer.
 - i. In the **Apple Vanguard program**, educators participate in extended professional development delivered by an Apple Foundations Trainer (AFT) who also manages the program. The program's purpose is to develop educators who can become additional resources in their organization.
 - ii. The Apple Vanguard program has two levels: Vanguard Member and Vanguard Coach. Each level reflects an investment in personal professional development time. A Vanguard member completes at least 24 hours of training on either OS X or iOS 7 plus a combination of any of these apps: iLife, iWork, iBooks Author, and iTunes U Course Manager. A Vanguard Coach will take the next step beyond that and spend an additional 12 hours assisting in the delivery of Apple Foundations workshops.
 - iii. There is a limit to the number of Vanguard trainers we can have on campus. Used to be 20 people but may have been increased.

- iv. A Vanguard program for students is in the works.
- k. eLearning is having multiple conversations across campus about mobile devices.
- l. The mobile device project conversation started with student athletes and first generation students (gen 1).
- m. Goal is to have every student have a device and take advantage of eBooks.
- n. Gigi Escoe, Vice Provost for Undergraduate Affairs, is the sponsor for the mobile device project.
- o. CoN has been using mobile devices primarily for academic use.
- p. Vice Provost Escoe wants to expand the use for advising purposes as well.
 - i. iPad was chosen as primary device because of closed operating system (less likely to be hacked).
 - ii. iPad has a mature app store.
 - iii. Requires less overhead for support than Windows devices.
 - iv. Has an eText platform called iBooks and iTunes U.
 - v. Offers world-class support and partnerships.
 - vi. Has long battery life.
- q. Funding is coming from the University for gen 1, Athletics has their own funding.
- r. The iPad program will NOT replace computers for students.
 - i. Most students would have laptop and iPad.
- s. An iPad will provide for uniform devices in the hands of students for active learning and engagement.

6. Multimedia Subcommittee (Tina Meagher and Paul Foster)

- a) Paul provided statistics from fall semester for video services that will be supported by the new Multimedia Subcommittee:

WebEx

4,571 sessions

11,279 attendees

Sessions lasted a total of 226,335 minutes

Sessions included a total of 499,273 attendee minutes

8,321 attendee hours

Echo360

5,841 lectures captured

126,665 lectures viewed

Kaltura

16,562 videos played

324,423 plays

60,551 hours of video viewed

- b) With this level of usage, the services have transitioned from pilots to mainstream.
- c) Tina shared the draft Multimedia Subcommittee Charter (attached).
- d) Tina, JP Leong, CECH, and Steve McKinney, CoN, are the co-chairs.
- e) The subcommittee will have campus-wide representation and will meet monthly.
- f) They are inviting members from Kaltura, Echo360, and WebEx.
- g) Tina is meeting with various colleges to determine how they are using video tools.
- h) Some colleges are not using them at all.

- i) There is a new Library position starting at end of January, Scholar Communications Coordinator, that will be responsible for Copyright and TeachAct laws.
- j) Tina and Paul will send out usage stats for Echo360.
- k) BJ requested additional IT representation on the Multimedia subcommittee for LCoB because of their high usage of Echo360.
- l) Campus desperately needs JIT training for faculty for video tools.
- m) Training strategies for video tools will be will be a discussion between ID/P subcommittee, CET&L, and this committee.
- n) There is a need to form a communication team to help align goals and objectives with ID/P and CET&L.
- o) Submit Issue-Action forms to the eLearning Committee to address issues such as resources and training requests for the Multimedia subcommittee.

7. Subcommittee updates

- a. Online Learning Subcommittee
 - i. Developing boilerplate content for online programs.
 - ii. New courses will needs to go through formal review and approval process.
 - iii. Online Learning Subcommittee is drafting recommended content.
 - iv. Next steps is to present to the academic committee that Gigi Escoe chairs.
 - v. Still recruiting students, but have one from LCoB.
- b. ID/P Subcommittee
 - i. No December meeting but they have documentation for WebEx and sent sample webpage with 3 different indices for KB articles.
 - ii. Pat has access to create webpages now.
- c. LMS Subcommittee Update
 - i. They have a meeting scheduled on January 25 to discuss course retention.
 - ii. Contacts have been identified.
 - iii. They are working to create a document for faculty to review current data processes and explain options when data is moved out of production.
 - 1. Goal is to have a draft document ready by next eLearning committee.
 - 2. Explain how faculty can export, archive, and store course info themselves.
 - iv. They are creating a list of issues and considerations around course retention and meeting frequency.
 - v. Plan to present final recommendation to eLearning committee by June 2016 meeting.
- d. Analytics Subcommittee
 - i. Co-chairs met and have agenda ready for next meeting.
 - ii. Still waiting for infrastructure funding.
 - iii. Have six (6) licenses for Tableau desktop.
 - iv. Shared IT@UC licenses with CECH.
 - v. Will have an update next month after subcommittee meets later in January.
 - vi. The eLearning Data Analyst (Business Intelligence Specialist) applicant pool has been narrowed down to 16 applicants from pool of 51 – next search committee meeting is Monday, 1/11.
- e. Accessibility Subcommittee
 - i. The subcommittee has received some funding from the Office of the Provost to begin addressing issues.

- f. Learning Technology Support Team (LTS)
 - i. Responsibility for meta-courses transferred from the Bb sysadmins to the Learning Technology Support team.
 - ii. Emanuel hired a student to help with meta-course creation.
 - iii. They created 200+ courses for spring semester.
 - iv. Student worker (Matt Mullins) is working with Paul Foster to develop 3D visualization to assist the Help Desk identify issues.
 - v. The Blackboard auxiliary support desk has five (5) advisors trained for UC.
 - vi. The LTS team is having their meeting with the Bb auxiliary support group this afternoon to review quality issues and have plans to meet regularly with them.
 - vii. Email feedback about auxiliary support from the campus is valuable information – please continue to provide it.
 - viii. Emanuel will provide a report for the committee in the meeting next month.

8. Adjournment

- a. The committee adjourned at 10:00 am.