MEETING MINUTES
ELEARNING COMMITTEE

DATE: MARCH 5, 2014
TIME: 8:30 AM TO 9:30 AM
LOCATION: UNIVERSITY HALL, ROOM 504
CHAIR: CHRIS EDWARDS, CO-CHAIR: MELINDA RHODES-DISALVO
CALL TO ORDER

Melinda chaired the meeting and welcomed everyone to the meeting. She asked for introductions.

Present: Melinda Rhodes-DiSalvo, Paul Foster, Eugene Rutz, Bryan Smith, Dani Peterson, Julie Breen, Janine Morris, Pam Rankey, Sara Schroeder, Leslie Schick, Adrianne Lane, Robert Rokey, Brian Verkamp, Matt Rota, Michelle Conda

Conference Call: Melody Clark, Dawn Clineman, Sue Trakas, Patricia Goedl


BUSINESS

eLearning Retreat Recap and Early Wins

- MOOC – The subcommittee created an agenda and meeting schedule for the year and determined when to present recommendations.

- Professional Development – They solidified their ideas from the group and created dates for deliverables. This subcommittee identified training for adjunct faculty as a great need. CET&L is currently developing a survey to assess eLearning development needs for this group, especially those teaching online and blended courses.

- Pedagogy – The subcommittee reviewed several options for lecture capture and streaming and submitted proposals for one-year pilots for Kaltura and Echo 360.

- Instructional Design This group revised the campus-wide Blackboard template based on survey results from the spring pilot participants.

- They identified pilot participants for Echo 360 and Kaltura.

- Marketing and Communication - Members of this subcommittee identified connections across campus and units as a significant challenge.

Brian Verkamp said the IT Managers Governance Committee is in the process of creating a subgroup specifically to address communications and that this group and the Marketing and Communications Subcommittee share the same goals. He will talk to the IT Managers subgroup to see how they can share ideas with the eLearning Marketing and Communication team to avoid duplication of effort. The whole committee agreed this was a good idea.

Dawn Clineman said the UC online student orientation that is on the Office of the Provost’s website needs to be updated. She asked if one of the subcommittees should own this and manage it or should it just stay with Janet Staderman who designed it. Eugene Rutz suggested that it
might belong under OneStop. Melody Clark said her office will maintain it for now but one of the eLearning subcommittees may want to do it. The orientation was intended to serve as a resource for online students. It is an orientation to the University for online students, not just a Blackboard orientation, though that is included. It is publicly available (without logging in) but could also be linked with Blackboard orientation.

**Kaltura and Echo 360 Update**
Melinda reported that the IT Council accepted both proposals. Dawn asked if they should start pushing it out to faculty. IT support for a pilot remains an issue. Dom Ferreri (AFIT) and chair of the IT Manager’s Committee will join the Blackboard Upgrade Steering Committee this week to discuss support issues. During the Blackboard pilot CECH, CoN and a few other faculty are using Kaltura. The UCIT Help Desk received 92 tickets on Kaltura – 90% were pedagogical as opposed to technical. The Help Desk forwarded those tickets to CECH or CoN for resolution. The committee agreed UC needs to develop a long-term sustainable support model that includes training for the Help Desk; however, the committee itself should not make recommendations predicated on the existence of this training. Further discussion will take place during the April meeting.

**Blackboard Update**
Paul Foster said most colleges are represented in the weekly Blackboard Upgrade Steering Committee but they still need someone from DAAP and CEAS. Paul will work with Anton Harfmann from DAAP and will talk to Eugene to find someone from Engineering.

Course updates were frozen as of Feb. 28 for the past three years of courses that are being migrated. Spring 2014 classes will be migrated at the end of the semester. Summer shells will be created by March 17. The UCIT Project Management Office is managing the course migration project separate from the Blackboard upgrade. A test migration of the current production system was done, and Deb Brandenburg led a data verification team last Thursday. It went well.

Melinda and Matt Rota have submitted the certified trainer program participant list to Blackboard. They were able to identify an A&S person for it. The training team will add an orientation to the new Blackboard template to its training agenda. The team is currently also doing customized unit-level training.

UCIT’s communication team received 500 submissions for renaming UC’s eLearning ecosystem and have it narrowed down to 5 names. The winner will be announced at the Connect the Dots event from 1:00 – 3:00 p.m., March 27, in TUC.

Training videos for Blackboard SP13 are available on Lynda.com and on the upgrade tab on in Blackboard.

Blackboard is sponsoring the 3T Conference that is being held this Saturday, March 8, at Clermont College. Melinda Rhodes-DiSalvo and Chris Edwards will present and highlight the work of the eLearning Committee.

**Collaborate Issues and Update**
The Blackboard upgrade team is using Collaborate for the weekly Friday meetings and it worked well for the last one on Feb 28. Paul gave Blackboard a list of five issues Blackboard needs to correct before we can fully implement Collaborate and they have committed to it. Engineers from Blackboard joined the committee last Friday and they said they think the microphones in Zimmer might be a problem. The UCIT eLearning team is having a weekly call with them to discuss issues. They are also having a monthly call with the Blackboard leadership team that includes Mark Faulkner, Diana Noelle and Nelson Vincent. Paul said it would be positive to identify an alternative to Collaborate. The problems are not with UC but with Blackboard. Sue Trakas reported Clermont has had no problems with it. Matt Rota said it works fine in small groups. The problems arise when any group tries to scale it.

NEW BUSINESS

Motion to Establish LMS Subcommittee
Paul motioned that an LMS subcommittee be established to work with UCIT to make recommendations regarding changes or additions to the University’s LMS. The Blackboard Upgrade Steering Committee is more of an operations committee that will cease to exist in the fall 2014 semester. The LMS subcommittee would be a standing committee and needs representation from the Faculty Senate IT Committee and from the eLearning Committee. The UCIT members would be Jon Adams, Lisa Padgett, and Deb Brandenburg. Depending on the scope of the proposed changes, the LMS subcommittee could approve some changes, while referring others to the full eLearning Committee or IT Council. Melinda seconded the motion, and the committee voted unanimously to accept it. Adrienne Lane said the Faculty Senate has a cabinet meeting this week so she will ask for 2 – 3 members to serve. Melinda asked the committee to forward recommendations to Jane Haniefy for two more members from the eLearning Committee. The LMS subcommittee should be formed and start meeting by July 1. They will elect a chair.

Motion to Nominate eLearning Committee Members to Serve on LMS Negotiating Team
Paul moved that the eLearning Committee nominate two or three interested members to serve on an LMS negotiating team with UCIT. This committee will be formed in the next few weeks, so Paul needs names ASAP. It will not be a standing committee. The group discussed the motion and it was determined that that faculty representatives do not need to be contract savvy, rather they are looking for visionary faculty who possibly have experience working with vendors. They also decided that this team also needs representation from the Faculty Senate IT. The motion was seconded and the committee voted to accept it. Melinda asked members to forward their recommendations to Jane ASAP.

Update from Faculty Senate
Melinda asked Adrienne Lane, Chair of Faculty Senate, to update the committee. Adrienne said faculty from AAUP are interested in looking at eLearning policies. They are establishing a task force but do not want to replicate what the eLearning Committee is doing. They want to work closely with the eLearning Committee so that recommendations and action from eLearning can be reviewed and vetted by Faculty Senate to avoid duplication and to create real team work. Melinda asked this committee to consider cross-over membership from the faculty eLearning task force. According to Adrienne, the task force will produce interim reports in July and October.
**DECISIONS**
The committee voted to nominate members from the eLearning Committee to serve on an LMS subcommittee and on an LMS negotiating team with UCIT.

**ACTION ITEMS**
- eLearning Committee Members – Forward suggested member names to Jane Haniefy for the LMS negotiating team ASAP.
- eLearning Committee Members – Forward member suggestions to Jane Haniefy for the LMS subcommittee before the April 2 meeting.

**ADJOURNMENT**
Meeting adjourned at 9:55 AM.