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MEETING MINUTES

eLEARNING COMMITTEE

DATE: **JUNE 4, 2014**
TIME: **8:30 AM TO 10:00 AM**
LOCATION: **UNIVERSITY HALL, ROOM 610**
CHAIR: **CHRIS EDWARDS, CO-CHAIR: MELINDA RHODES-DISALVO**

CALL TO ORDER

Chris Edwards reviewed the agenda and asked for introductions for the benefit of the new members.

Present: Chris Edwards, Dawn Clineman, Sue Trakas, Michelle Conda, Brian Verkamp, Leslie Schick, Ruth Benander, Warren Huff, Melinda Rhodes-DiSalvo, Traci Hermann, Dani Peterson, Pamela Greenstone, Julie Breen, Brad Mallory, Pam Rankey, Matt Rota, Deb Brandenburg

Apologies: Jeff Nainaparampil, Lisa Meloncon, Jennifer Killham, Patricia Goedl, Melody Clark, Bryan Smith, Paul Foster, Robert Rokey, Sarah Schroeder

BUSINESS

Committee Structure

This committee and eLearning in general are evolving. Chris Edwards asked if after nearly a year of existence, has the eLearning Committee become more operational and less of a governing body? He suggested they review the subcommittees to determine form, function, and focus. Pedagogy and ID are example of subcommittees that need to be evaluated. Initially it made sense to have those separate committees, but maybe it does not make sense now. UCIT has a marketing team. We probably do not need a Marketing and Communications subcommittee.

Chris asked the subcommittee co-chairs to add an agenda item for their meetings to evaluate their committee and decide if or how to restructure. Find out if we need more committees or more at the level of task force. Even though eLearning is a large group, subcommittee co-chairs need to evaluate their membership as well, with the goal of reaching even more faculty and buy-in across all campuses.

The eLearning committee needs to create better connections with Faculty Senate, though ID has done a pretty good job of reaching out. Yu-Chin Fu, from A&S, has been working to build ties to the eLearning ecosystem. Marketing is a powerful tool but it does not assure buy-in across the board. Access is key and grassroots movements work if the resources are there.

The committee discussed ways to identify early adopters who have commitment and desire; they will evangelize and show value to their colleagues. Capturing use cases and creating the framework should be part of the fundamentals of the eLearning committee. How to engage the people who are not early adopters? Sharing best practices helps. The Pedagogy subcommittee has panels of faculty showing best practices. Strategy is also key. Enterprise tools need money set aside for training so that everyone has the complete tool set, like web cams. We have the IT@UC support model, we need ID@UC as well. Students also need the tools. Chris and Melinda charged the subcommittees to work on these issues.

Collaborate/Lync Update

The Collaborate project was a failure. The license expired on 5/20, and soon it will not be available for use. Blackboard offered for UC to participate in the version 4.4 pilot. The Web Conference Task Force will discuss this and make a recommendation to the eLearning Committee. Some of the work for the task force has already been done. They will be looking at

the market holistically. Adobe Connect is a possibility through Adobe Creative Cloud. Students still don't have full access to Lync. There are some collaboration tools available in Blackboard though they are old and have not been updated in years.

Canopy Update

Deb Brandenburg provided the update while Paul Foster is on vacation. She reported that the LMS subcommittee task force has been meeting and she and Don Hodges are the co-chairs. They are still trying to establish meeting frequency, and a set time and day for their meetings. They will post the meeting times in their minutes, filed on the eLearning SharePoint site under LMS Working Documents. Their meetings will be scheduled around the eLearning committee meetings to enable them to make recommendations up to the committee.

- Visitor accounts are in process and expected to be functional by next week.
- The Canopy Upgrade Steering Committee decided a help tab is needed on the Canopy portal site. Archiving courses will be discussed in the help tab. Dani will ensure these topics are covered in new faculty training.
- Accessibility issues are not fully addressed in SP13. Accessibility will be a session for the Certified Training Program alternative.
- The Faculty Announcement module is being enabled. The Communications team will use it too for important reminders.
- The Communications team is actively involved in all aspect of the Canopy ecosystem and planning to publish a bi-weekly newsletter.
- Pam Rankey is taking the lead in a small group to redesign the Canopy landing page. Students and faculty are confused about understanding that Blackboard is one of the tools in the Canopy ecosystem and not a renaming of the Blackboard LMS. Canopy portal version 2 will help address that.
- The Lync communication (as a replacement for Collaborate) is going out in a few days.

Echo360 Update

- The task force will hold weekly meetings every Friday at 11:00 AM, in 410A Zimmer right after the Canopy meeting.
- Chris Edwards and Don Rainwater are the co-chairs.
- All 15 colleges have representation. UCIT will purchase 15 units for the pilot, the colleges are purchasing an additional 7 appliances. CET&L and Zimmer will also have a capture device installed.
- Phase 1 of the pilot will focus on lecture capture, lecture tools will be phase 2. ID and Pedagogy subcommittees will develop phase 2.
- Will create a small fall exploratory group to pilot lecture capture tools to inform full-blown spring pilot for lecture capture tools.
- The task force will develop implementation and support contacts.
- June 25th is scheduled for train the trainer day for echo360 and is an all day training. It is targeted to the ID community.
- Echo360 wants to formalize a partnership with UC. Their new product, ALPS is cloud based and is being launched on 6/24. They want to showcase UC as a marketing strategy and in return reduce our initial costs and bring lots of training to the table.

- After the first task force meeting this Friday, Chris and Don will meet with Echo360 to revamp our model to a whole product approach model.
- This is an opportunity for UC to be national leaders in the area of web conferencing.

TEACH Act Update

Dani said a draft of the copyright policy (drafted by Doug Nienabor) has been submitted. Not having it in place leaves us vulnerable to tremendous risk. The draft has been given to a small subset of the ID and Pedagogy subcommittees to develop a boilerplate statement. Some pieces of the draft are missing but Dani has a TEACH Act check list to help complete it. Some of the missing pieces are:

- Determine a clearing house for digitizing materials
- Where will paper work that faculty sign be housed?
- What are we allowed to do and not allowed to do under TEACH Act?

When it is done it will be given to eLearning to review and make recommendations. The goal is to have it in place by fall. Determine which groups will vet it. It was suggested to get informal input from the eLearning Faculty Senate group. Melinda will send the contact name from that group to Dani. The ID & Pedagogy teams will schedule a meeting soon to bring their work together. The timeline is for Dani to get the checklist to Faculty Senate by the end of the week. Things happen slowly in summer for Faculty Senate, many faculty are gone. Do we need case study panels formed? The Libraries and Office of General Counsel will be very strict with interpretation. Awareness and education is the Libraries job, enforcement is from the legal department.

ePortfolios

Ruth Benander reported that the MOOC subcommittee has finished its work and is ready to disband. The subcommittee's report needs to be posted to SharePoint. Ruth will make sure it gets shared. Course sites can be used to create MOOCs.

We need an ePortfolios subcommittee. The Honors department used to be in charge of ePortfolios. There are many products and platforms being used by many committees right now. They can be a fabulous tool, but it is quite fragmented at UC. The results of 4 yr study being done at UCBA reveal that we are not post-platform. . The UCBA research team included an international group in Washington. Who needs ePortfolios? Why to use it? What is the value to students?

We need good assessment to answer this. Blackboard has an ePortfolio embedded but it is clunky and ugly! Students should be able to develop their ePortfolio while in college, leave with it and keep it for the rest of their career. Ruth suggests we formalize the research, possibly in a task force. One of the stumbling blocks is faculty inexperience with it. We need to inform people of the option, and we need a higher profile of the ones in use. We need to develop and identify the strategy. Maybe we don't need an enterprise standard tool, but need to have standard support structure around the products we use.

After the ePortfolio discussion, Chris and Melinda asked that an ePortfolio Task Force be created and include membership from Core Services and Shared Infrastructure and R&D Governance Committees.

ANNOUNCEMENTS

UC will receive a 50% reduced fee for BbWorld for 15 people. Paul will work with the college deans to determine who will use them, and communicate this to Melinda. Melinda will share it with the training team. Three proposals from UC have been accepted. Melinda Rhodes-DiSalvo and Matt Rota's proposals were two of the three accepted.

Dawn Clineman said online administration and support are needed to get new faculty to be able to teach online. Should MOOCs shift to an online learning subcommittee? We need to involve Faculty Senate. Melinda will ask Cathy, the intern at CET&L, to take a look at this. It involves many units at UC. Maybe the self-paced course will help.

Dawn – ID & Pedagogy maybe hold an annual conference as a platform for showcasing ideas. Could it be combined with the IT@UC showcase on 9/11 in TUC?

ACTION ITEMS

Old Action Items

- eLearning Committee Members – Volunteer to serve on a task force committee to pilot Lync and evaluate other possible web conferencing tools. *Completed. Web Conference Task Force initiated.*
- eLearning Committee Members – Volunteer to serve on a committee that develops a campus-wide eLearning newsletter.
- Dani Peterson and Matt Rota – Obtain Teach Act policies and documentation from Office of General Council and lead the effort to share it with faculty, staff and students. - *In process*
- Brian Verkamp – Work with HR to obtain the latest documentation for the ID position descriptions and share them with the committee. - *Completed*
- Jane Haniefy – Distribute CAHS Lync documentation to the committee. *Completed and posted to SharePoint site.*

New Action Items

- Subcommittee co-chairs - Evaluate committees for form, function, and focus. Review membership and add members if needed.

- Paul Foster - Send staff names for BBWorld discounts to Melinda to share with training team.
- Melinda Rhodes-DiSalvo - Ask Cathy to evaluate shifting MOOCs to an online learning subcommittee
- Melinda Rhodes-DiSalvo - Send the Faculty Senate eLearning contact name to Dani for TEACH Act collaboration.
- Dani Peterson - Send the TEACH Act checklist to Faculty Senate by end of this week.
- BJ Zirger and Eugene Rutz - Post MOOC subcommittee report to SharePoint site.
- eLearning Committee - Form an ePortfolio subcommittee and include members from other Governance committees.
- eLearning subcommittees - Develop an ID@UC support structure modeled after IT@UC.

ADJOURNMENT

Meeting adjourned at 10:00 AM.