MEETING MINUTES
ELEARNING COMMITTEE

DATE: October 1, 2014
TIME: 8:30 AM TO 10:00 AM
LOCATION: University Hall, Room 504
CHAIR: Chris Edwards, Co-chair: Melinda Rhodes-Disalvo
CALL TO ORDER
Melinda Rhodes-DiSalvo reviewed the agenda and asked for introductions.

Present: Marina Coma-Diaz, Lori Choudhury, Melinda Rhodes-DiSalvo, Ruth Benander, Eugene Rutz, Dawn Clineman, Don Hodges, Carolyn Stoll, Melody Clark, Tracy Herrmann, Robert Rokey, Pat Krekeler, Anisa Longe, Vernon Ferrell, Deb Brandenburg, Brian Verkamp, Matt Williams, Paul Foster, Bo Vykhovanyuk

Apologies: Chris Edwards, Dani Peterson, Michelle Conda, Chris Crowell, Laura Dell, Patricia Goedl, Pamela Greenstone, Warren Huff, Mara Helmuth, Pam Rankey, Matt Rota, Janine Morris

BUSINESS
Portfolio Management Tool
A quick overview of the TeamDynamix Project and Portfolio Management system was presented by Vernon Ferrell, Pat Krekeler, and Anisa Longe from the UCIT Project Management Office (PMO). This tool is for enterprise-wide, centrally-funded projects. The PMO will communicate a finalized process for submitting project requests to the university community. eLearning Committee members will receive a survey to provide feedback on the tool and the process. The Committee suggests the PMO clarify that portfolio management is not related to digital portfolios or ePortfolios used in teaching and learning.

The the link to the feedback survey is https://www.surveymonkey.com/s/surveyforppm.

UCIT OIS Team Charter
Bo Vykhovanyuk shared UCIT’s Office of Information Security Team Charter with the Committee. Information security has six primary areas of support:

1. Governance & Compliance
2. Education and Awareness
3. Risk Management & Consulting
4. Incident Management & Cyber Forensics
5. Operational Management
6. Disaster Recovery

The Committee will review the charter and send feedback to Chris Edwards or Melinda.

Faculty Senate Distance Education Task Force
Melody Clark and Eugene Rutz are members of the committee representing The Office of the Provost and the eLearning Committee on the Faculty Senate task force, which is gathering information from various colleges and units on a number of issues related to distance learning initiatives. The goal is to develop best practices recommendations. The
task force has limited its scope to distance learning (not eLearning broadly). Recommendations and established or recommended practices will be shared.

**eLearning Committee Governance & Project Team Structure**

As a result of the discussions since the last meeting, there are five (5) standing subcommittees, two (2) task forces, and eight project teams.

**ePortfolio Update**

Ruth Benander reported there are several products currently being used on campus. SLCC’s Weebly, Wix.com, and WordPress are most commonly used, and the April 2015 release of Bb will have an improved ePortfolio tool. The subcommittee plans a study to show how employers are using ePortfolios and is developing a matrix of options based on use cases, which will include secure and unsecure options. ePortfolios have additional value as accrediting agencies are asking for institutional portfolios. As recommendations develop, CET&L will add videos to its site to show how ePortfolios are being implemented.

**Analytics Subcommittee**

A chair and co-chair volunteer are needed. Email Jane, Chris or Melinda to volunteer. This will subcommittee work dovetails nicely with the Provot’s with cluster hires.

**Accessibility Subcommittee**

Dave Rathbun is the subcommittee chair. UC’s non-discrimination policy needs to be updated. A link to the updated policy needs to be included in the spring templates, and it needs to be communicated to faculty that the link cannot be removed. The state will be requiring all faculty members be trained in accessibility. UC will need to develop the training and deliver it. The subcommittee will communicate what is required and best practices. Paul Foster will send information to Tracy Herrmann in order to gain the support of the Faculty Senate for this initiative and to promote awareness of requirements.

**eLearning Backpack Project**

Funding is available for ten (10) faculty to use eLearning backpacks. The selection committee has received seven (7) applications so far. The deadline to apply has been extended to Friday, October 10, 2014. Questions and submissions can be emailed to eLearning@uc.edu. The eLearning team will work with faculty at the end of the fall semester to prepare them to use the backpack in their spring semester class. A survey will be developed to evaluate the project. The website below is being used to facilitate applications for the eLearning backpack and includes a list of the tools included in the eLearning backpack.

www.uc.edu/canopy/tools/elearningbackpack.html

**Web Conference Task Force Update**

According to Carolyn Stoll and Deb Brandenburg, all demos have been completed except WebEx. The Task Force has a score sheet for evaluating the demos. They are inviting Gary Casson, UCIT, and Sam Patton, Purchasing, to their next meeting to start work on the RFP process. They may try to use TeamDynamix to manage the pilot in the spring semester.
LMS Subcommittee
The subcommittee is working on policies and procedures for requests for new modules, building blocks and updates. The plan is to upgrade to the April 2014 release after fall semester but prior to the holiday break. There needs to be training, documentation, and a communications plan developed. There will also be a testing checklist.

Canopy Support Team
Paul interviewed the team and will be preparing a presentation for the UCIT Senior Management Team.

Melinda will forward the MOOC online learners link to the eLearning Committee members.

ACTION ITEMS
New Action Items

- Committee Members – Review OIS Team Charter and provide feedback to Chris or Melinda
- Committee Members – Email Chris or Melinda if interested in chairing or co-chairing Analytics subcommittee
- Melinda Rhodes-DiSalvo - Forward the MOOC online learners link to the eLearning Committee members

ADJOURNMENT
Meeting adjourned at 10:00 AM.