eLearning Committee
Meeting Minutes

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

Present: Chris Edwards, Robert Rokey, Paul Foster, Melinda Rhodes-DiSalvo, Deb Brandenburg, Eugene Rutz, Don Hodges, Pam Greenstone, Matt Rota, Dawn Clineman, Dani Peterson, Sue Trakas, Janet Staderman, Mike Mitchum, Rachel Valerio, Brian Verkamp, Dave Rathbun, Brenda Frankenhoff, Melody Clark, Tracy Herrmann, Pam Rankey, Emanuel Lewis

Apologies: Maria Coma-Diaz, Christopher Crowell, Patricia Goedl, Byron Hutchins, Warren Huff, Brian Verkamp

New Business

- UC2U - Rafael Castaneda (UCRI)
  - UCRI is a non-profit Affiliate of UC.
  - UCRI is agile for hiring staff.
  - Rafael is working with CoN and CECH to build infrastructure.
  - UCRI is not limited to research.
- Welcome Emanuel Lewis – Learning Technology Support Group
  - The Learning Technology Support Group has two (2) open positions and an open student position.
  - They provide direct customer support and work with James Saunders to develop and maintain the KB.
  - They work closely with the Help Desk and partner with unit level support.
  - The unit reports to Dom with a dotted line to Chris.
- Strategic Planning Spring Retreat Update – Chris Edwards and Melinda Rhodes-DiSalvo
  - Developing a strategic plan is a huge undertaking.
  - Chris Edwards will share the draft plan with Council of Deans in April.
  - Cynthia Ris provided good input.
  - Several faculty participated.
  - Chris asked Tracy to have Faculty Senate review the draft plan.
  - The process will be managed via iTunes with iPads.
  - Fall will be data collection time.
  - Training will be provided.
The timeline is to have a couple of meetings between now and fall, and have a final plan a year from now.

- Center for Excellence in eLearning’s Temporary Move and Open Positions Update – Chris Edwards
  - The Zimmer team moved to the third floor of Zimmer and will stay until sometime in April.
  - The conference room in Zimmer is being repurposed for staff space as part of the renovation.
  - Emanuel’s team will move to the fourth floor of Zimmer when renovations are complete.
  - The Center is hiring four (4) instructional designer (ID) positions.
  - An ID supervisor search is starting now.
  - CET&L is hiring two new director positions and upgrading their conference room in Langsam.
  - Marie Knecht is the eLearning Communications Coordinator reporting to Emily Baute.

- Analytics Subcommittee Issue/Action Form (attached)
  - Paul submitted a proposed charge for the standing Analytics subcommittee.
  - He discussed the role of the subcommittee and ideal member qualifications.
  - One of the roles will be to work with other units to develop data governance.
  - He also shared the proposed org chart for the Analytics team in UCIT’s eLearning division.
  - The Analytics team will support eLearning.
  - One of the goals for the team is to identify key measures and make them self-serve.
  - The committee discussed the Analytics team vision & statement (see attached).
  - The CET&L assistant director position will participate with the team.
  - The Analytics team may hold listening tours and develop an advisory group.
  - Paul motioned to accept the proposed charge for the Analytics subcommittee. Rob Rokey seconded the motion. The committee voted unanimously to accept it.

- Echo360 Evaluation Plan Issue/Action Form (attached) – Rachel
  - A new survey will be sent by Monday, March 9.
  - The pilot has been successful for the participating colleges except for LCB.
  - The recording light doesn’t work.
  - Send feedback to Rachel for survey questions and any other concerns.
  - The team may submit a motion at the April eLearning meeting to purchase more equipment.
  - The preference is to go to a hosted model but cloud storage is the issue.

- IT Architecture Principles Document (attached)
  - Send feedback to Jane
  - Paul suggests an eLearning committee representative participate on the committee.

- Collaborate
  - It goes live June 30 but it won’t have all the features.
  - It doesn’t have an option for students to initiate a conference.
  - It is integrated with Bb.

Subcommittee Updates and Reviews

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