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## **MEETING MINUTES**

### **eLEARNING COMMITTEE**

**DATE:** **DECEMBER 4, 2013**  
**TIME:** **8:30 AM TO 9:45 PM**  
**LOCATION:** **UNIVERSITY HALL, ROOM 504**  
**CHAIR:** **CHRIS EDWARDS, CO-CHAIR – MELINDA RHODES-DISALVO**

## **CALL TO ORDER**

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Chris Edwards welcomed the members to the meeting.

Present: Michelle Conda, Janine Morris, Dani Peterson, Pam Greenstone, Dawn Clineman, BJ Zirger, Pam Rankey, Chris Edwards, Melinda Rhodes-DiSalvo, Eugene Rutz, Brian Verkamp, Matt Rota, Sue Trakas

Conference Call: Patricia Goedl

Apologies: Warren Huff, Melody Clark, Leslie Schick, Jeff Nainaparampil, Paul Foster, Adrienne Lane, Ruth Benander, Sarah Schroeder, Robert Rokey, Lisa Meloncon

## **APPROVAL OF MINUTES**

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Chris asked if everyone reviewed the minutes from the November meeting. Brian Verkamp asked for a correction. The minutes should say that Collaborate would be available in production mode. The change has been made. BJ Zirger moved to accept the minutes, Dawn Clineman seconded. The committee voted unanimously to accept the minutes with the change.

## **BUSINESS**

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### **Blackboard Upgrade and Training Update**

Chris provided an update on the Blackboard upgrade and training. He said a large group attended the CoN sessions and it was well received. Faculty said it was very helpful. Melinda Rhodes-DiSalvo received assessments from faculty for the sessions. She will send results out to this committee. She also sent out a pre-training survey to all pilot faculty beyond CoN. So far, 15 have returned the survey. Learning outcomes for the Dec. 12 and 19 trainings will be assessed based in part on these results. In addition, the November CoN training sessions are available online and posted to the eLearning SharePoint site:

[Blackboard Training Part 1](#)  
[Blackboard Training Part 2](#)

Dawn Clineman reported that CAHS in middle of training now. They are using the same training model and collaborative team approach as CoN.

The next scheduled sessions are led by CET&L and will comprise two full day sessions on Dec. 12 and 19 in Langsam. So far 12 and 25 faculty, UCIT staff and librarians have signed up respectively for the sessions. Tuesday's Town Hall was streamed live and will be available online. UCIT is also developing a website specifically for Blackboard update information and it will go live soon. The links will be emailed and posted to SharePoint when it is ready.

The collaborative Blackboard training team is currently formalizing a schedule that includes 50-minute sessions (topics repeating and times varying to accommodate as many faculty as possible), as well as day-long training and course build opportunities. This training will be offered throughout the spring semester, beginning Feb. 1 and continuing into the summer. A

robust program is planned.

There will also be training previews at the end of January so faculty can map out their individualized training schedule. CET&L will publicize all sessions on Faculty OneStop beginning this month and send an email to all faculty announcing spring programming. Graduate students are invited. The training team plans to take the training course on the road to different locations and they are open to the idea of going to specific units for training. CETL is taking the lead on training. Units or departments interested in customized training should contact Melinda.

Chris said the committee needs to pick a date for Collaborate training. It is not an end-user training, more of a train-the-trainer and administrative type of class offered for a fee by Blackboard. There are 15 seats available for this class, excluding ID people. This is separate from the pilot training. Collaborate will be integrated with the new version of Blackboard. It is one full day of training. Chris asked the committee members to email him with suggested key IT staff from their colleges who may need to be included in this training class. They are looking for dates the last week of December. Faculty and students will be able to call UCIT Helpdesk for assistance with this product.

Collaborate is integrated with Bb. But it also a stand-alone tool. The helpdesk staff will attend training too. Jane will send a doodle out with possible dates to the ID and eLearning committees. eLearning Committee members responding should not include people on the training team or IDs. There is no hard cap on the number of people to be trained but they are trying to limit numbers.

Also related to Blackboard, Chris reviewed the Blackboard landing page template. Each section is a module and flexible. It will be introduced during the pilot for people to use and provide feedback for further development. Faculty don't have to use the template; there will be generic templates too. All Blackboard features will be available in the pilot and in the sandbox for evaluation.

### **Kaltura Update**

Brian Verkamp reviewed Kaltura licensing structure. He proposes the university license it as enterprise tool for embedding class and outside content. UCIT will fund the first year of an enterprise license if this group recommends it. Kaltura can be used for limited lecture capture. It will be embedded into Blackboard, with annotated feedback. It is HIPAA, FERPA, and Teach Act compliant. It has free automated captioning at 80% accuracy, which can be edit it for better accuracy. Chris explained that other universities are using Echo 360 during the semester for lecture capture, then placing all content into Kaltura as the video repository. It has no limits on video size, can be shared outside of Bb, and supports all platforms. HBO and ABC use Kaltura.

It does have a two-hour limit for the screen capture and talking head feature. It cannot do multiple screen lecture captures today, but that feature is on the horizon. The eLearning

Pedagogy committee is evaluating lecture capture hardware and software. They will evaluate lecture capture tools in spring, then purchase and implement it in summer. Kaltura cost is \$100,000, funded by UCIT for the first year. A new funding model needs to be developed in subsequent years. Or the cost may be covered from central overhead funds from the President's 3<sup>rd</sup> century initiative. It is a pilot but this committee needs to keep in mind cost after the first year and creating dependency on it. An Internet2 agreement may reduce cost later

Eugene moved to accept Brian's proposal to license Kaltura as an enterprise service for the pilot. Chris seconded it. The committee voted unanimously to accept it. CECH and CoN licensing funds will be used for training, branding, etc.

### **Sub-committee Updates**

**Instructional Design Sub-committee update:** Matt said their committee is meeting today to create course templates for ID. People are approaching them to join.

**ePedagogy Sub-committee update:** Dani briefed the committee on her meeting with Don Rainwater's task force committee. Don has joined this sub-committee. They already met to evaluate 360 Echo, which is a lecture capture tool. They are meeting again on the 18<sup>th</sup> to review the 3 tools and compare and contrast them. They blocked out the hours of 10:00 am – 2:00 pm and expect the evaluation of all three products to take about two hours. Dani will share list of capabilities with this committee.

**MOOC Sub-Committee update:** BJ said they are meeting two times per month starting next week. Their main goal is to learn from what worked and didn't work in the first MOOC. Their meeting minutes is posted on the eLearning SharePoint site. They are hosting a webinar this Friday, 12/16 in the CETL. The subject of the webinar is copyright issues.

**Professional Development Sub-committee:** Melinda provided an update since no members from that committee were able to attend today. They are examining the scope of eLearning professional development on campus but Bb training is taking precedent right now.

**Communications and Marketing Sub-committee update:** Melinda updated for this group as well. She said they met yesterday. They are looking at various communication platforms, with the goal of creating a strategic method for communicating instead of the haphazard way we communicate now. Chris also shared with the group that UCIT/Nelson hired students to help with communications and plans to create a full-time position to focus more on IT related communications on campus. This is in development. More will be shared as it becomes clearer.

Melinda reviewed the **Call for Nominations: Innovative Uses of Technology in Teaching Award**

The deadline for nominations has been extended. BJ will submit the MOOC class.

### **Data Center Shutdown Review**

Chris reviewed the data center shutdown details (to start on 12/28, down all day on 12/29) and asked that all members distribute this information back to their units. Email will be the only tool to remain up during the shutdown.

## **New Business**

Once the training team reviews the spring schedule, Melinda will send it out to this committee for feedback and input. They also plan to develop small just-in-time modules to drop in Blackboard to assist students. CoN was going to provide student orientation to Blackboard, but the faculty felt it would not be well attended. Janet said GSGA want to be trained since they teach.

The group discussed communication methods for making it clear to students that they need to login to two different portals during the pilot: blackboard.uc.edu and bblearn.uc.edu.

Emily Baute is creating a template for faculty communications to all students enrolled in a pilot course. It also will go to pilot faculty for personalizing.

Melinda will send out a meeting request next week for the collaborative training team.

Chris reminded the committee that January's meeting is at a different time, on January 8<sup>th</sup>, at 1:00 PM, in the same room 504 University Hall.

## **DECISIONS**

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The committee unanimously voted to recommend Kaltura as the enterprise solution for a video content repository.

## **ACTION ITEMS**

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- Melinda Rhodes-DiSalvo – Send faculty assessments from CoN training sessions to the training committee.
- Melinda Rhodes-DiSalvo – Send spring training schedule the eLearning committee after it has been developed and reviewed.
- Chris Edwards – Send doodle to ePedagogy and eLearning committees for proposed Collaborate training dates, targeting the end of December.

## **ADJOURNMENT**

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The meeting adjourned at 9:45 AM.