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MEETING MINUTES **eLearning Committee**

Date: 11/06/2013
Time: 8:30 AM to 10:00 AM
Location: University Hall, Rm 504
Chair: Melinda Rhodes-DiSalvo and Chris Edwards

CALL TO ORDER

Chris Edwards and Melinda Rhodes-DiSalvo welcomed the members to the meeting.

Present: Eugene Rutz, BJ Zirger, Melody Clark, Sarah Schroeder, Dani Peterson, Paul Foster, Melinda Rhodes-DiSalvo, Matt Rota, Chris Edwards, Pamela Rankey

Apologies: Leslie Schick, Pamela Greenstone, Jeff Nainaparampil, Janine Morris, Adrienne Lane, Patricia Goedl, Dawn Clineman, Ruth Benander, Robert Rokey, Sue Trakas*, Lisa Meloncon, Warren Huff.

Guests: Brian Verkamp, Carolyn Stoll, Pamela Baker

*Note: Sue Trakas attempted to connect via Adobe Connect but no one answered her call.

APPROVAL OF MINUTES

Chris Edwards reviewed the minutes from the last meeting asked if anyone had questions. Melinda moved to accept and the committee voted unanimously to approve them.

BUSINESS

Report on Blackboard Transition and Training Collaboration

Chris asked Paul Foster for an update on the Blackboard Town Hall meeting and the general status of the upgrade process. Paul said the Town Hall was well attended and they have received positive feedback from it. CET&L has identified eleven (11) UC faculty and staff who volunteered to be the trainers. Matt Rota said they will work with CET&L to develop training programs for SP13, this work has already begun. They are working with Amin Shafie on contracts for tools to be integrated with Blackboard.

- Content Collection – Expect it to be finalized by end of year
- Collaborate – Some faculty already planning to use it and will have Blackboard here next week for training.
- Kaltura

Paul said we have a “sweetheart deal” for Collaborate, first year cost is \$16,000, and thereafter it is \$60,000 annually. It has lecture capture, branching series, and mobile app capabilities. It will be available for the production site. Chris said they have compared it to other products and none of the others offer the scalability of Collaborate. BJ requested the use of these tools as soon as they are available because she needs to start course development rewrites for her LCOB courses for SP13 right now.

Chris shared a list of important dates for the Blackboard upgrade and asked Jane Haniefy to post them on the ELearning SharePoint calendar.

Commented [MR1]: Content Collection, I think but wait for Chris or Paul.

Important Blackboard Dates

- Nov 12/13 – CoN faculty training
- Nov 14 – Faculty Senate meeting
- Dec 2 – SP13 system available to instructors, including shells
- Dec 3 – Town Hall for West campus (**confirmed**, 9:00 – 11:00 Stratford Banquet room)
- Dec 4 – Town Hall for UCBA (**confirmed**, 9:30 – 11:30 Muntz 119)
- Dec 5 – Town Hall for Clermont (**confirmed**, 9:30 – 11:30 Krueger Auditorium)
- Dec 6 – Town Hall for East campus (**confirmed**, Procter 276)
- Dec 19 – Training for pilot faculty (8:30 – 4:00 475 Langsam)
- Jan 6 – Spring semester (14SS) begins
- Mar 17 – 23 – Spring Break
- April 26 – Spring semester (14SS) ends
- April 30 – Grades due by 5pm
- May 5 – Cutover
- May 12 – Summer semester (14US) begins

Melinda said the CET&L is hosting training for the CoN on 11/12 and 11/13 with an additional whole day of training for 25 – 28 people Dec 12th and 19th. Lunch will be provided. It is a good mix of faculty and representative of a typical Blackboard user. It looks like 140 – 150 classes will be in the pilot. Paul Foster asked to be included in the all-day training session. Melinda will send the committee the draft of the training schedule as soon as it is completed.

BJ Zirger and Sarah Schroder said to let them know if they are missing a specific demographic for the training and they will help identify appropriate people to fit the requirement.

Pamela Baker suggested they provide a pre-training survey to insure everyone is ready for the training. She volunteered to help coordinate it.

Review of Discussion of Committee Charge and Work Group Expectations

Chris asked Eugene Rutz to open the discussion for committee review to address his concerns (expressed in an email) about duplicate efforts within the various sub-committees. BJ asked for a recap of each sub-committee's charge. All agreed there was some overlap and that good communication and collaboration within the committees is required to avoid duplication.

BJ and Eugene suggested that we focus on ideas that are most likely to be supported at higher levels and thus more likely to be funded. Sarah noted the Faculty Senate was developing an eLearning Committee, and the group felt it valuable to bring add a member from that group. The group reviewed the IT governance structure diagram as it may be the key for getting new initiatives funded. One chairperson from each topical committee is serving on the IT Council. It is their responsibility to communicate the key initiatives to the IT Council for discussion, approval, and funding. Chris said this group was the one to connect the dots and that we should develop a robust communication and marketing strategy with a sense of urgency. We should focus less on passive communications (e.g. websites) and focus more on active ones. Example is sharing early wins, take advantage of momentum early in a project.

Sarah Schroeder said we only showcase success a few times per year. How can we do it better? We need to create a culture of eLearning since this really is what we do, not just a subset of it or use it as a committee name.

Brian said it is the responsibility of this group to take information back to our home group, actively market the decisions from this committee. Melody Clark suggested the group look for support outside of the IT Governance structure as well.

Pamela Baker reminded the group to take full advantage of the existing structures like the Triple D list, before creating new ones. Dani said we should let best practices inform policy and policy inform best practices – use this model consistently. Chris closed the discussion by saying the best this committee could do is work collaboratively with all the relevant groups to make excellent recommendations and diligently follow up with Nelson Vincent and Kristi Nelson to insure they are funded. He also cautioned the group to not let funding determine strategy. Instead, we should focus on the strategy and policy that is best and if it is good, funding will follow.

Paul also asked for more guidance from the IT Cap council as it relates to policy. He wants them to formulate policy for issues like, who has access to courses, who resolves academic disputes (relevant to Bb courses), who reviews course content to assess legal risk to UC, etc.

SharePoint Site for Work Group Coordination and eLearning Documentation Repository

Chris connected to the eLearning SharePoint site and projected it for the committee. He reviewed the components of the site and explained where to store specific types of data. He showed examples of shared documents, outside reference links, and discussion boards. Jane reminded the group to use the VPN when connecting off campus and to use only AD/username credentials to login. Chris and Melinda encouraged the group to use the discussion boards. Chris asked Jane to create a separate library and discussion board for each subcommittee.

Consideration of Kaltura as an Enterprise Tool

Brian and Chris played a video clip demonstration for Kaltura. Brian said this product could be a game changer for the campus and eLearning. It is integrated with Blackboard, is 508 compliant, can be integrated with AMX and Crestron boxes in the classroom, and they are offering UC another sweetheart deal for the first year if purchased. The CoN is piloting it at a cost of \$18,000 for the first year. Without discount pricing it would cost \$90,000 to make it available campus-wide, but with the deal, UC can purchase it for \$50,000. Chris explained that Kaltura is primarily a streaming product with rudimentary capture capabilities but it is yet to be determined if it will integrate nicely with other lecture capture applications. If we pilot this product for the whole campus, we will need to find suitable tools for the capture piece of the equation. Another advantage to using Kaltura is that students can watch video from home. Chris said it is the best tool they have seen so far. The contract to purchase it is in UC Legal now. They will approve it once it is determined that the product meets all of the federally mandated compliance issues for HIPAA, FERPA, etc.

BJ asked about the quality of the stream, since she used an earlier version in her classes and the quality was unacceptably bad. Brian and Chris said it is improved with the latest version. She also suggested that we check the pricing deals of other universities, especially beyond the first year/sweetheart deal to make sure that we don't invest in a tool that we later cannot afford.

Melody asked if it meets Teach Act compliance. Chris said we would need to purchase additional licenses from other vendors to be fully compliant. Carolyn Stoll asked about student participation monitoring and statistical reports. She said we should share this information with the student retention groups and advisors.

Paul said Don Rainwater is also working on a contract for Echo 360, a lecture capture tool. Don will serve on the ePedagogy sub-committee to integrate this group with the decision making for eLearning tools that are being evaluated and selected. Chris, Paul and BJ will have an offline discussion to determine how best to incorporate these new products with the timing of the Blackboard upgrade. The committee decided to support a limited pilot for Kaltura.

Reports from Work Groups

The committee reviewed both eLearning Pedagogy's action forms. One was for creating a survey for the Blackboard pilot groups and the other was a request to create discussion groups for each subcommittee. Chris asked Jane to enroll all of the sub-committee members in the eLearning SharePoint site. Dani and Ruth will work with the CET&L outside of this meeting to develop the Blackboard pilot survey.

Matt Rota shared the action form from the Instructional Design subcommittee group. He demonstrated the standardized landing page for the new Blackboard system. There was a lively discussion in the group about the pros and cons of standardization for this. The page Matt brought was a sample developed in the CoN but it has dynamic content that can be customized from department to department.

Request for Feedback from CET&L Director

Chris asked to table the landing page issue for the next meeting since Pamela Baker was a guest at this meeting. She wanted feedback on support CET&L might provide the committee. Time was running short and Pamela gave a brief overview of what the CET&L offers. She agreed to come to the next meeting for a more in-depth discussion with the committee. She is a co-chair on the Research and Development topical committee and will focus on communicating training needs to the R&D group. Matt volunteered to work with the CET&L post Blackboard pilot to develop training modules. BJ suggested that a portion of the funding for all new projects be allocated for training purposes.

BJ made a final announcement about a MOOC meeting on 11/7/2013. She handed out statistics from the course and asked that additional data be sent to her in the next few days because the course ends in three week.

DECISIONS

- The committee unanimously decided to sponsor a pilot for Kaltura, a video streaming solution using the Blackboard pilot participants. They will perform a cost/benefit analysis from the pilot and determine if this product should be the enterprise solution for the University.
- Instructional design landing page was approved with the removal of the funding.

ACTION ITEMS

Review of Old Action Items

- Committee Members - Submit suggestions for additional members from Communication and Marketing or CCM. *Complete*
- Committee Members - Review the early wins list Chris provided and bring suggested priorities that may or may not be on the list to the next meeting. *Complete*
- Co-Chairs - Meet with Jane Haniefy (UCIT-PMO) to develop a standard set of communication tools for this group to use. *Complete*
- Co-Chairs - Forward relevant documents and recommendation from the Blue Ribbon. *Complete*
- Committee task force to all committee members and post them in a centralized repository before the next meeting. *Complete*
- Committee Members - Volunteer to serve on or lead one of the subcommittees below and meet once before the next meeting. *Complete*
 - Marketing and communication
 - Instructional design
 - Professional development
 - eLearning pedagogy
 - Distance Education and MOOCs

New Action Items

- Jane Haniefy – See Paul Foster for important Blackboard dates and post to SharePoint calendar.
- Jane Haniefy – Create libraries and discussion groups for all subcommittees and check that all members have access.
- Dani Peterson and Ruth Benander - Work with the CET&L to develop the Blackboard pilot survey.
- Melinda Rhodes-DiSalvo – Send Blackboard training day schedule to the committee.

ADJOURNMENT

November 6, 2013 10:15 am