



eLearning Committee

Meeting Minutes

Date: Wednesday, October 4th, 2017

Time: 8:30–10:00AM

Location: University Hall, Room 454

Present: Eugene Rutz, Cynthia Ris, Pam Rankey, Pat Reid, BJ Zirger, Greg Lloyd, Julie Breen, Kent Meloy, Jason Day, Dave Rathbun, Melody Clark, Tina Meagher, Paul Foster, Mike Mitchum

Guests: Linda Sabatelli, Jackie Mulay, Taylor Gary

Apologies:, Ruth Benander, Michelle Conda, Leslie Schick, Dawn Clineman, Sarah Schroeder, Bill Nicholson, Patty Goedl, Mike Suit, Warren Huff, Christine Street, Cecily Goode, Matt Rota, Don Hodges, Vernon Jackson; JP Leong, Steve McKinney, Adam Chekour

[Current Membership Roster](#)

1. **Review and approve minutes** (attached)
 - a. Pat Reid motioned to accept the minutes; Cynthia Ris seconded the motion. The minutes were unanimously accepted.
2. **Accessibility Network Update** (Linda Sabatelli)
 - a. Andrea Rahtz developed the Start Small Campaign and it was presented at New Faculty Orientation. In the future, they are planning that all faculty and staff members will be required to take an annual accessibility course.
 - b. The UC Accessibility Network wrote a UC accessibility policy and submitted it to the Office of Civil Rights (OCR). They are waiting for their feedback and approval.
 - c. Heidi Pettyjohn and Annette Ready are planning to attend the next Faculty Senate meeting to recruit one

eLearning Committee

Committee Co-chair

Paul Foster

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Committee Co-Chair

TBD

The eLearning Committee reviews and makes recommendations on eLearning-related strategies, standards, technologies, and policies that support the university's Third Century goal to Excel in eLearning. The committee will be led and supported by co-chairs (AVP for eLearning Technology & Faculty Senate Appointee) who will also serve as the representatives to the IT Council.

The work of the eLearning Committee will be supported by the following subcommittees:

- Learning Management System (LMS) Subcommittee
- Instructional Design & Pedagogy Subcommittee
- Online Learning Subcommittee
- Video and Digital Media

or more faculty members for each committee. Heidi or Annette will send the final names of the committee members to Paul to share with the eLearning Committee.

- i. Cynthia suggested to involve faculty members early in the decision making processes to help keep them in the know regarding changes.
 - d. The Accessibility Course Content Committee will be chaired by Paul Foster, Gigi Escoe, and Bryan Smith.
 - e. The committee may replace their current tool, Deque, used to scan the accessibility of the UC websites because they are dissatisfied with the performance. In addition to Deque, the team is also performing manual reviews of our websites for accessibility.
 - f. Contact Heidi Pettyjohn or Annette Ready for questions regarding Accessibility.
- 3. **Video Strategy Update** (Tina Meagher – see attached presentation)
 - i. This team was charged with developing a strategy for the effective use of media. The enterprise suite of tools are intended to meet the majority of the UC community's needs, but not all needs will be met. Therefore, faculty can opt to use other video tools that meet their needs. The attached video strategy document assumes the timeline is over the next 3 – 5 years. The subcommittee cannot accurately plan further out because of rapid technology changes.
- 4. **PRS Task Force** (Mike Mitchum)
 - a. Mike showed the committee a video presentation.
 - b. UC has been using TurningPoint for more than a decade, but it is problematic. This task force has been formed to investigate products that can replace it. A public RFP has been issued and several vendors have responded. However, before a decision can be made, the task force requests more faculty representation to participate, so they can select a tool(s) that best meets the needs of students and faculty.
 - c. This agenda item will be moved to the November meeting for further discussion.
- 5. **Blackboard Upgrade** (Paul Foster)
 - a. The upgrade has been moved back one day to **December 15th** after a discussion with Doug Burgess, UC Registrar.
 - b. Currently, UC is still set on moving to version **Q2-2017 Cumulative Update 3**. However, there is potential to move to Q2 -2017 Cumulative Update 4 or Q4 because Box purchased Crocodoc (Blackboard's inline grading tool) and it is being sunset on January 15, 2018. Blackboard is moving to The New Box View. More information to come on this issue.
 - c. Shells for courses have been created and are complete.
- 6. **Blackboard Ally Pilot**
 - a. Ally is an accessibility tool for Blackboard. It has a feature that can render accessible versions of Word, PP documents, etc. UC will be conducting a spring semester pilot. The team will be looking for 20-25 faculty members to participate. UC has been given access to the cloud version sandbox and the Ally building block will be installed after the 12/15 Bb upgrade.
 - b. In the short term, not all materials in a course may be captioned unless there is a

student in the course who requires the accommodation. However, the long-term goal is to have all materials fully accessible as a standard practice. Faculty will have a role in ensuring class materials are accessible but the Office of Accessibility will be the primary source for overall campus coordination for Accessibility.

7. Canopy Renewals

- a. WebEx – UC is in its final year of contract. Potentially forming a small task force to look at other alternatives.
- b. Kaltura – UC is still using a one year contract and will continue to renew
- c. Lynda .com– will continue to renew contract

8. eLearning Committee Day/Time

- a. The first Wednesday of the month at 8:30 am is not a good time for most members to meet. Paul will put together an “educated” doodle poll to try to find a better time to meet so more faculty members will be able to attend monthly meetings.

9. Blackboard Database Migration – 11/11/2017

- a. UC will be migrating to a new server on Nov 11th in preparation for the upgrade in December. Blackboard will be unavailable from 1:00AM to 8:00AM.
- b. Messaging to the community will begin next week, 10/11.

10. Data Center Maintenance Shutdown – 12/28/2017

- a. Blackboard will be down during the maintenance shutdown.

11. Photos for Member Roster – complete