Name of Committee

Meeting Minutes

Date: Wednesday, December 5, 2017
Time: 8:30-10:00AM
Location: University Hall, Room 454

Attendees: Maria Knecht, Pam Rankey, Natalia Darling, Paul Foster, Tina Meagher, Betty Anne Gottlieb, Adam Chekour, Dave Rathbun, Cynthia Ris, Greg Lloyd, JP Leong, Julie Breen, Mike Mitchum, Pat Reid, Taylor Gary, Vernon Jackson, Kent Meloy

Guests: Jackie Mulay, Maria Knecht, Brenda Frankenhoff, Nelson Vincent

Apologies: Melody Clark, Patty Goedl, Cecily Goode, Don Hodges, Warren Huff, Steve McKinney, Matthew Rota, Eugene Rutz, Sarah Schroeder, Bryan Smith, Christine Street, BJ Zirger,
b. This will impact the entire UC campus. All new edge switches will be installed, phones will be upgraded to VOIP (PBX is 20+ years old), and all wireless routers will be replaced. That translates to 12,000 network switches, 8,000 phones and 4,800 wireless access points, all from Cisco. UPS (Uninterrupted Power Supplies) will be installed in all closets.

c. This project will last about 2 years. There will be two PM assigned to the projects and UC will be working with P+D+C. Each closet will be visited and should take 3-4 hours. Some will required electrical upgrades. There will be local outages during these visits, but it will be communicated in advance to avoid disturbances to classrooms and accommodate the downtime.

d. Work will start towards the end of January. No work will be done in the first two weeks of Spring Semester. The first building will be HPB/Kowalewski, then CCM will be next. The network switches need to be replaced before phone can be installed. Planning to start on phones in April or May staggered with switch updates.

e. Communication is key. They are working with Emily Baute, all the IT Managers, reaching out to building managers, and will be visiting every governance committee with frequent updates. There will be early notices to all the buildings and people the outages will affect. They are working to accommodate schedules the best they can.

f. Question: Do Clermont and Blue Ash manage their own closets? Yes.

3. Planned IT Maintenance in December (See Attachment – Paul Foster)

   a. Blackboard Upgrade – Blackboard will be unavailable on Friday, December 15th from 7AM to 7PM while blackboard is upgraded to the Q2 2017 Cumulative Update 4.

      i. There has been copious communication throughout campus on different platforms, Jackie Mulay’s goal was to have users see the announcement at least three times. Inside of Blackboard, there is both an announcement and a short, 30 second animated gif that shows several of the new features to students and faculty.

      ii. The two biggest changes are there will be a new look and feel to the interface and Crocodoc, Blackboard’s inline grading tool, will be replaced with New Box View. On www.bbpreview.uc.edu, the current version is installed where faculty and staff can view the new, more modern interface. It is more mobile friendly and is accessible. The can also test out the new inline grading tool. New Box View has similar capabilities as Crocodoc. The largest change is that faculty will no longer be able to write on documents.

         • Bbpreview is a clone of UC’s productions site from early fall semester

         • Question: Will there be additional communication regarding the changes when faculty build a course? They will add more information to the open consultation days
and to the KB articles.

b. **November 11th Migration** – The team was migrating one set of database hardware to newer hardware. It was unsuccessful and has been rescheduled to be completed during spring semester. No date has been identified.

c. **Data Center Shut Down** – The Data Center will have a scheduled power outage for maintenance on Thursday, December 28th, from 5AM to midnight. For more information on what systems will be up and down during this window of time, please visit [www.uc.edu/ucit/maintenance](http://www.uc.edu/ucit/maintenance).

d. **Help Desk** – Throughout Winter Season days, the help desk will be in emergency response mode. There will be no staff onsite. Blackboard student services (Somerset offices) will be available throughout Winter Season Days.

4. **Other Blackboard Updates** –
   
a. Eesysoft messaging and support will be rolled out in Blackboard during Spring Semester 2018. This will not be pushed very hard. The plan is to put only three different messages throughout Blackboard throughout the semester to avoid intrusiveness.

   b. **Ally Update** – Ally is a product designed to make digital course content more accessible that will benefit all your students. UC will have a free pilot through May 2018. This pilot will have 20-25 faculty members participating in the pilot. If it is successful, it will be run out to the rest of the community in the Summer and Fall semesters. UC is waiting for the contract to be signed.

5. **Open Consultation Days (see attachment – Dave Rathbun)**
   
a. Prior to the upgrade, there will be Open Consultation Days next week (12/11-12/13 from 9AM-4PM) designed to help assist faculty on submitting grades.
     
     i. If faculty cannot make it, there is a link to a virtual consultation with a Blackboard assistant who walks through all the tools.

   b. There will also be three Open Consultation Days when we come back in January (1/3-1/5 from 9AM-4PM) that will have Blackboard reps attending to walk faculty through the finer points of the tool. These will be highly focused on adding new content and building courses. If faculty cannot attend, there will be remote sessions available by making an appointment.

   c. Dave Rathbun’s group is considering a second set of Open Consultation Days around week 4 or 5 of the semester. He is looking for feedback before he plans anything. If there are any questions, reach out to [Dave Rathbun](mailto:dave.rathbun@uc.edu).

6. **Proctored Testing Update (Dave Rathbun)**
   
a. Examity offers live online proctoring for academic institutions & universities by using a webcam to monitor students taking exams online to prevent cheating. If faculty did not have the chance to attend the ‘train the trainer’ event, they can go to the Knowledge Base where there is a short video explanation from both the perspective as an instructor and a student and discusses the various levels of proctoring.
b. To get started with Examity, there is a form for faculty to fill out asking them the courses they would like to use it in and the level of proctoring that is requested. The forms are reviewed each morning and are send to one of UC’s colleagues at Examity. He/She will then reach out to the faculty member to set up a one on one to walk faculty through the process.

c. Suggestion: It would be nice to have the automatic authentication separated out from the other levels so they can better advertise it to the faculty that don’t have funding. Right now, it is embedded with the other information and is hard to find.

d. There is concern surrounding the form where faculty chose what kind of proctoring they want. There was a suggestion to clarify that faculty need funding for Examity because right now, it is not clear.
   i. Action Item: Put together information explaining when colleges incur costs and when they don’t and how they get started with Examity.

7. Video Strategy Task Force Recommendations (Tina Meagher)
   a. Tina Meagher has come to the eLearning Committee to ask for an endorsement to move forward with implementing and operationalizing the video strategy. The task force has created five pillars that explain their vision and what they believe UC needs from an academic standpoint. There are three phases to the implementation. Phase one will be for setting the foundation for the tools and resources that UC will utilize over the next five years. Phase two will center on expanding access to services and tools via training and personal interaction. Phase three will finalize the implementation. They are hoping it will be long term and self-replicated.
   b. Based on the recommendation from the Video Strategy Task Force we would like the endorsement of the eLearning subcommittee to move forward with implementing and operationalizing the video strategy.
      i. Tina Meagher moved to endorse the video strategy, JP Leong seconded the motion. The endorsement was unanimously approved.
      ii. Paul will work with Jane Haniefy to get this on the January IT Council agenda.

8. Blackboard Course Names (Greg Lloyd)
   a. This is to change the display name for courses in Catalyst to make it more obvious which term they belong to. The subcommittee is still trying to reach a consensus. Greg is hoping to submit an issue action form for the January meeting.

9. PRS Task Force Update (Mike Mitchum)
   a. After the meeting, the eLearning Committee should receive an invitation to send out a survey to their faculty members to give the group feedback and to give your contact information if they would like to participate in giving feedback in the future as the program progresses. If anyone is interested in participating, please reach out to Mike Mitchum.

10. New Meeting Day (Paul Foster)
    a. The current meeting day and time was not working for a majority of the
committee. The new date will be the first Tuesday of the month @ 8:30-10:00AM (except for January, the meeting is the first Thursday).

11. Subcommittee Updates
   a. **ID/P Subcommittee Update (Pat Reid)** – During their last meeting they discussed the new inline grading tool and they came up with a few ways to help faculty adjust to it. They are now going to look at the charter and identify a few things they would like to focus on in this upcoming semester. They will be meeting Friday to start that discussion.
   b. **LMS Task Force Update (Paul Foster & Greg Lloyd)** – They have not met in a few months, they are in a holding pattern waiting to receive funding for the pilot. They are going to resubmit the funding request to the funding cycle.
   c. **LMS Subcommittee Update (see attached report – Greg Lloyd)** – They presented the Blackboard Retention Policy to Faculty Senate and have taken their feedback and modified the draft. They will be meeting with Faculty Senate Thursday to ask for Faculty Senate to approve the draft and promote it. Once that is done, they will bring the policy back to the eLearning Governance Committee to see if there is anything else that needs to be done. No changes will be made until fall semester at the earliest. They want to give faculty the summer to do what they need to do to their courses and give them time to roll out KB articles and workshops that may be necessary.

12. Other Updates
   a. **Analytics for Learn (A4L)** – Brenda Frankenhoff will be meeting with Catalyst later today and next week to continue negotiating how they are going to upload data. They are hoping to start data loading in January (new aggressive date).
      i. A4L is a module from Blackboard that allows UC to extract usage data from the core LMS to put in the hands of faculty to see the participation in their classes, but primarily it will be used for Title IV financial aid purposes.
   b. **Web Conferencing Tool** – Tina Meagher presented some of the feedback she got from her meeting she held during November. It was clear that faculty was very comfortable with WebEx and that students are usually the ones that are struggling. All aspects of use (teaching, learning, business, co-op, etc.) need to be identified so the committee can make a well informed decision. Tina is working with Jackie Mulay to send out a quick 10 question survey to faculty and staff to get their assumptions about WebEx.
      i. There is a group championing a project of out the IT Managers Governance Committee that has been talking to CDW-G. They will be coming in January to do a quick analysis and audit on UC’s talk, message, meet and share tools (collaboration tools). The web conference tool will be taken into consideration during this analysis.

13. Adjourn @ 9:51AM