

eLearning Committee Meeting Minutes

Date: Wednesday, June 1, 2016
Time: 8:30 AM – 10:00 AM
Location: University Hall, Room 420b (Collaboration Room)

Present: Chris Edwards, Joni Torsella, Paul Foster, Deb Brandenburg, Dave Rathbun, Mike Mitchum, Pat Reid, Kent Meloy, Pam Rankey, Emanuel Lewis, Kate York, Dawn, Don Hodges, JP Leong, Julie Breen

Guests: Angela Robbins (for B.J. Zirger), Mary Schuster

Apologies: Eugene Rutz, B.J. Zirger, Melody Clark, Michelle Conda, Susana Luzuriaga, Steve McKinney, Tina Meagher, Bill Nicholson, Matt Rota, Leslie Schick, Sara Schroeder, Bryan Smith, Ruth Benander, Rafael Castaneda, Jason Green, Vernon Jackson, Ash Reddy, Chan Venkatesh

1. Review and approve minutes (attached) - Chris Edwards
 - a. Warren Huff motioned to accept the minutes; Deb Brandenburg seconded; the minutes were unanimously approved.
2. **Proctored Testing recommendation** - Dave Rathbun
 - a. Proctored Testing Task Force reconvened to gather additional requirements.
 - b. Colleges are on board with extending pilot for additional year and to renew license for unlimited seats to allow for comparison between Examity and ProctorU.
 - c. Goal is to standardize on one product, make it part of Canopy
 - d. May not be able to cover costs with DL fees in first year.
 - e. Any new spend that exceeds \$10k will need to be renegotiated with Provost's office and will need to refactor distance learning fees. Technology and high use with enterprise model will likely reduce the costs.
 - f. Cost to students today varies, based on type of service. Some students don't pay anything when cost is absorbed by program.
 - g. One requirement is the ability to verify identity of students to meet basic legal threshold for attendance.
 - h. Next steps: Task Force will reconvene and further develop project plan. They have learned a great deal about the field over the course of the last year. Will offer 3 or 4 workshops, KB articles, etc., by start of fall quarter or shortly thereafter.
 - i. ID/P Subcommittee will convene a task force to look at best practices for all Canopy products. Proctored testing will be one of them and will help inform faculty decisions about live proctoring vs online proctoring recommendations.

eLearning Committee

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Tina Meagher
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Leslie Schick
Sara Schroeder
Bryan Smith
Kate York
BJ Zirger

Ex Officio Members
Ruth Benander
Rafael Castaneda
Jason Green
Vernon Jackson
Kent Meloy
Mike Mitchum

Students
Asrith Reddy (G)
Chan Venkatesh (G)

Meeting Schedule:
Committee meets the first
Wednesday of the month:
May 4, 2016

- j. Paul Foster is hoping to reduce costs by 40% negotiating with vendors.
- k. Dave Rathbun motioned to extend the pilot for 1 year and to negotiate contract with ProctorU.**
- l. Warren Huff seconded the motion.**
 - i. Dawn Clineman voted yes but asked for clarity regarding the charges for the pilot period. Costs will be defined later in negotiations and reported back to the committee. UCIT will try to cover the costs of the pilot for online programs. Face-to-face courses may not be included.
- m. The motion to extend the pilot passed with a unanimous vote.**
- n. Adopting proctoring as enterprise tool may have some impact on IT Managers and ESS.
- o. Next steps:** Recommendation to extend the pilot will go to IT Council Advisory Council (ITCAC) for endorsement and then to IT Council for final approval.

3. LMS Task Force update – Paul Foster & Greg Lloyd (see attached report)

- a. Task force met with Purchasing for advice and plan to have multiple stages of RFP over the course of the summer. First stage RFP process will call out LMS systems not suitable for UC. Second phase will gather criteria and guided demos. Third phase will narrow down to recommended selection(s) for pilot.
- b. Todd Foley, Professional Practice, was appointed as the third Faculty Senate co-chair and will attend BbWorld in July with the task force.
- c. The task force plans to have multiple demos scheduled over the summer for them to learn about the products available.

Dates for demos (all held 9:00 am – Noon):

- 1. Later this week Blackboard (Bb) demo (mostly Ultra but some v 9.1).
 - a. Major updates to 9.1 this fall.
 - b. Ultra will be ready by spring semester.
 - c. Will decide by fall semester if including 9.1 and Ultra in comparisons.
 - d. Bb is investing in 9.1 as a result of feedback from clients.
 - e. Blackboard building blocks are being restructured for easier implementation.
 - f. Plan is to have updates ready for 9.1 in October.
- 2. D2L - June 16 (tentative)
- 3. Canvas - June 24
- 4. Always UC - June 27

4. LMS Subcommittee co-chair recommendation - Paul Foster

- a. Look for email invitation to Deb's retirement party soon.
- b. LMS Subcommittee can appoint co-chairs according to charter.
- c. Paul motioned the committee to appoint Greg Lloyd as the co-chair to replace Deb Brandenburg; Warren seconded the motion; the motion passed unanimously.**
- d. Need feedback from LMS subcommittee to replace Don Hodges, who is resigning by start of fall semester.
 - i. LMS subcommittee will review and update charter to address co-chair succession process.**

5. Audience response tools update (e.g., TurningPoint, ALP, meeting with UCIT Networking Services) – Mike Mitchum & Tina Meagher

- a. ALP is still developing and has network bandwidth implications. Some rooms have been setup for high capacity (90+ person class with multiple devices for students)
- b. Echo360 executive team is meeting with UC next month to discuss additional development for polling, writing to gradebook, and additional features.

- c. TurningPoint is moving to cloud-based system, which will require students and faculty to create accounts online. Licensing structure and pricing is changing. Can use clicker or another device in cloud-based solution but must be configured in classroom for the mixed device environment.
- d. Students pay one-time for license for using own device, must pay for device and license fees for clicker option. Some question options and features are not available in clicker options.
- e. Students bringing multiple devices to class and students hitting access points from hallways and surrounding areas may cause technology issues.
- f. **Committee will develop communication plan to clearly explain options and implications to faculty and students.**
- g. Changes in technology require collaboration with NOC because of network implications for cloud-based solutions. **VDM co-chairs and Mike will work with NOC.**
- h. Hope to convene a task force to research this technology in fall semester and make recommendation for one vendor, one technology.
- i. ECSS (Jason Litmer's team) handled TurningPoint installation and training in the past. CEEL will take responsibility for training and documentation going forward.

6. CEEL Tech Team Summer Roadmap Update - Mike Mitchum

- a. CEEL visited UC Blue Ash to help with student nursing orientation to IT.
- b. Mobile cart parts are on order for Echo Mobile Cart (EMU).
- c. iPads have been delivered and training session is today for Athletics staff.
- d. Still need to perform migration for ALP devices for CoM (scheduled for 6/6).
- e. **Cielo retreat information is attached – complete registration form if you plan to attend.**
- f. MediaSite server content migration form must be completed for request to migrate content to ALP.
- g. Canopy web pages were updated for consistency.
- h. iBooks Author follow-up session will take place soon.
- i. Title IV Update: Starfish will help verify active participation for compliance purposes but will need some additional programming to address technical issues.
 - i. Instructors will have option of using Catalyst tool or Bb for tracking attendance.
 - ii. Bb tracking requires the use of academic material in course (not just reviewing syllabus) for audit purposes.

7. Important Dates to communicate

- a. **7/2/2016** - **Apple** will be on Campus in 282 Proctor Hall for *technical* briefing (**will be highly technical – please communicate this to constituency**). Will include lunch.
- b. **8/4/2016** – **Echo360** holding all day regional conference hosted at UC in Alumni Center. Expecting 100 – 200 attendees. Conference will have teaching and learning focus with some technical seminars included.

8. Subcommittee and Project Updates (see attached forms)

9. Adjournment

- a. Committee adjourned at 9:54 AM.