IT at UC Governance

eLearning Committee
Minutes

Date: Wednesday, February 1, 2017
Time: 8:30 AM – 10:30 AM
Location: University Hall, Room 454

Current Membership Roster

Present: BJ Zirger, Melody Clark, Chris Edwards, Tina Meagher, Paul Foster, Pam Rankey, Dave Rathbun, Pat Reid, Kent Meloy, Bryan Smith, Don Hodges, Eugene Rutz, Emanuel Lewis, Vernon Jackson, Greg Lloyd, Mike Mitchum, Julie Breen, Cecily Good, Christine Street, Patty Goedl, Michelle Conda, Steve McKinney, Warren Huff, Julie Breen, Eugene Rutz, Cynthia Ris, Pam Rankey, Sarah Schroeder

Guests: Mark Konecny, Jason Day, Paula Doughman, Angela Robbins, Josh Heinrich

Apologies: Leslie Schick, Dawn Clineman, Ruth Benander, JP Leong, Christine Street, Joni Torsella, Bill Nicholson, Matt Rota, Adam Chekour, Cecily Goode, Kate York

1. **Review and approve minutes (attached) (Chris Edwards)**
   i. Prior to the minutes, the committee had a brief discussion regarding the number of documents included for the meeting and the timing for receiving them. It was agreed again that all documents requiring a vote will be sent one week in advance and any other documents sent as early as possible before the meeting to allow members adequate time to read them and provide feedback.
   ii. Paul Foster motioned to accept the minutes; Greg Lloyd seconded. The minutes were unanimously accepted.

2. **eLearning Strategic Plan Review and Endorsement (attachment) (Paul Foster & Bryan Smith)**
   i. Chris thanked CoB and CAHS specifically for meeting with the eLearning Strategic Planning Task Force for the last working session to finalize the document.
   ii. BJ provided feedback that she thinks the plan could have done a better job emphasizing the difference between the strengths,

weakness, goals and strategies at the unit and enterprise level. She thinks that the unit level voice is not as well represented in the plan as the enterprise voice. Additionally, BJ would like to see the plan capture that UC is aspirational and on par with similar institutions. Chris commented that he thinks her concerns will be addressed in phase 2 of the eLearning Strategic Plan. Phase 1 was build and communicate the plan at a broad level. Bryan Smith commented that he thought BJ's concerns would be addressed more in the implementation of the plan and less in the documents. However, it is a living document and open to being updated as the plan is refined.

    iii.   The next step is to present it to Faculty Senate.

    iv.   Paul Foster motioned to accept the version that was sent out a week ago; Bryan Smith seconded the motion. The motion passed with one abstention and one nay.

    v.   Chris emphasized again that the plan is a living document and will likely be updated even before it goes to IT Council.

3. **Proctored Testing Update (see attached issue-action form - Paul Foster)**

    i.   Paul thanked Dave Rathbun and Paula Doughman for their leadership on the Proctored Testing Task Force. UC has tried 5 or 6 different proctored testing products and the task force is recommending Examity. There is some money allocated for proctored testing this year but it is not enough to meet the university needs. Paul is proposing a funding plan that would include some funds from the DL fees (see attached funding breakdown sheet). The zero cost option does meet the accrediting requirements. If this motion is approved, the PO will be issued with multiple budget lines to allow colleges the flexibility to purchase the services they need.

    ii.   CoB needs Lock-Down-Browser (LDB) and authentication, but may not need the full options listed in the proposal. Examity offers a LDB option and Paul will meet with BJ outside of this meeting to review the options. Paul will also go back to Examity to ensure the contract meets the university's needs and possibly ask them to refine their pricing structure.

    iii.   The proposal put forth is a model but will need the Instructional Designers and colleges to help develop the implementation plan. Pat Reid is working with ID community and will bring a draft implementation plan to a future meeting.

    iv.   If this plan is approved today, there will be a summer semester pilot.

    v.   Greg Lloyd motioned the committee to approve the plan today; Tina Meagher seconded. The motion was unanimously passed.

4. **LMS Task Force Update (Paul Foster)**

    i.   More than 600 students and faculty have provided feedback and the consensus is to pilot an alternative to Bb. The alternative is Canvas. Despite the feedback to support an alternative, there is a large contingent that does not want to leave Bb. If the campus decides to purchase an alternative, the reasons why (Bb deficiencies such as their inability to keep up with technology to meet our students' needs, etc.) will need to be clearly communicated. Peer benchmarking will be part of the conversation.   Pilot timing is critical to avoid pilot fatigue and the sense that the process is too long and never-ending. The task force hopes to have a recommendation for the March eLearning Committee's review.

5. **Online Learner Readiness Pilot Project (Melody Clark)**

    i.   Mel Clark thanked the task force members for their hard work and time spent on the pilot project and attached report.   The project was sponsored by eLearning and the Office of Provost. The purpose was to develop a workflow and select a tool to help assess online learner readiness.

More than 40 students participated and they provided valuable feedback. End result was that students who participated in the pilot found it to be useful and worthwhile.

    ii.   The actual assessment itself is not included in the report and not all colleges participated. The intent is to reach out to all assistant deans in the future. Additionally, a funding source other than just the DL fees that is flexible enough to meet the various college needs will need to be developed.

   iii.   Based on pilot and feedback, Melody put forth the motion for the eLearning Committee to endorse that concept that a tool like Smarter Measure is needed and endorse the next steps, which would be to perform a market study and RFP to find the right tool, which may be Smarter Measures. It was determined that a quorum was no longer present since the meeting exceeded the time limit; therefore, Mel will bring the motion back to the March meeting.

6. **Next Blackboard Maintenance Window (see attachment - Greg Lloyd)**
    i.   Contact Greg for questions.

7. **LMS Retention Policy Draft (see attachment – Greg Lloyd & Cynthia Ris)**
    i.   The policy shared today is just a draft and intended to start the discussion in this committee. Faculty Senate IT has seen the document and provided good feedback, such as FAQs.
    ii.   Next steps are to receive feedback over the next month, take it to the full Faculty Senate, and then bring it back to this committee and on through the IDM process.
   iii.   Cynthia asked the committee to consider the options for training faculty and providing support through the transition process. UC has never disabled courses in the past, so this is a new concept for faculty and will need a transition period.
   iv.   The team consulted with Eira Tansey, the Office of General Council and college representatives. The retention policy is within the legal scope of maintaining academic records.

8. **Teach Act Policy Task Force Update (see attachment - Mark Konecny)**
    i.   The task force included faculty, Libraries and IT staff. Dave Rathbun made sure that the policy included accessibility language.
    ii.   The policy is important for legal standards but the accompanying whitepaper will also help the campus understand that implementation is as equally important.
   iii.   Next steps are to go to Faculty Senate IT, ITCAC, and IT Council this month for feedback and then will come back to eLearning for a vote. If approved, it will go in to the governance IDM process.
   iv.   Chris thanked some of the original members, Dani Peterson, Ken Hirsh, and Leslie Schick, from the earlier task force who started the process that Mark is now finalizing.
    v.   The committee noted that it is the responsibility of the faculty member of a course to adhere to copyright compliance and that this policy package, including the whitepaper, is meant to be a checklist to help prove that due-diligence was applied.
   vi.   Send feedback on the policy and white paper to Mark.

9. **Personal Response System Task Force Update (charter is attached - Mike Mitchum)**
    i.   Holding a task force meeting today in Zimmer 303.
    ii.   Several colleges are participating.

10. **Subcommittee and Project Updates (see attached forms)**

11. **Adjournment**

i. Committee adjourned at 10:05 AM.