

eLearning Committee Meeting Minutes

Date: Wednesday, November 2, 2016
Time: 8:30 AM – 10:00 AM
Location: University Hall, Room 454

[Current Membership Roster](#)

Present: Tina Meagher, Kent Meloy, Jason Day, Christine Street, Dave Rathbun, Mike Mitchum, Mel Clark, Paul Foster, Pam Rankey, Adam Chekour, Pat Reid, BJ Zirger, Cynthia Ris, Don Hodges, Emanuel Lewis, Julie Breen, Don Hodges, Kate York, Greg Lloyd

Guests: Angie Robbins, Josh Heinrich

Apologies: Cecily Goode, Warren Huff, Eugene Rutz, Michelle Conda, Joni Torsella, Leslie Schick, Bryan Smith, Bill Nicholson, Matt Rota, Dawn Clineman, Ruth Benander, Sarah Schroeder, JP Leong, Steve McKinney, Karen Lankisch

1. Introduce New Members (Chris Edwards)

- i. Christine Street, Director Info Services, Fin-Business Core Systems
 - Director of training for Catalyst
- ii. Cecily Goode, Director, SIS Administration

2. Review and approve minutes (attached) (Chris Edwards)

- i. Paul Foster motioned to accept minutes; seconded by Dave Rathbun. The committee unanimously accepted the October minutes with no changes.

3. eLearning Strategic Plan Update (Paul Foster & Bryan Smith)

- i. Draft plan will come back to eLearning Committee in December for a vote
- ii. After the eLearning vote, it will go to Faculty Senate before going into Integrated Decision Making process

4. Teach Act Policy Task Force (Chris Edwards)

- i. Still adding names to the membership; send names to Jane Haniefy
- ii. First meeting to draft charge is scheduled 11/15

eLearning Committee

Committee Co-chair

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Committee Co-Chair

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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:

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

Meeting Schedule:

Committee meets the first Wednesday of the month:

- iii. Membership to date:
 - Mark Konecny, UC Libraries (chair)
 - Josh Heinrich, UCIT
 - Warren Huff, A&S
 - Paul Foster, UCIT
 - Tina Meagher, UCIT
 - Kent Meloy, UCIT
 - Dani Peterson, CECH
 - Pam Rankey, UCBA
 - Dave Rathbun, UCIT
 - Annette Redmon, UCBA
 - Sarah Schroeder, CECH

5. Personal Response System Task Force (Mike Mitchum)

- i. Still looking for membership from colleges and representation from Faculty Senate; send names to Jane Haniefy
- ii. First meeting to draft charge is scheduled 12/1
- iii. Mike will contact Victoria Wangia-Anderson for FS IT membership
- iv. Plan to have a solution in place by fall semester 2017
- v. Membership to date:
 - Mike Mitchum, UCIT (chair)
 - Jason Day, UCIT
 - Kent Meloy, UCIT
 - Patrick Owen, UCBA
 - Pam Rankey, UCBA
 - Joni Torsella, CEAS
 - Dan Waddell, A&S

6. Kaltura/WebEx Connector (See attached Issue-Action Form)(Tina Meagher)

- i. Testing software now to allow recordings to be migrated from WebEx to Kaltura automatically because of space limitations in WebEx
- ii. Recordings take same amount of time to show up in Kaltura as they did in WebEx
- iii. This migration process is only for faculty/staff and CoM instances – NOT for students recordings
- iv. Students can download from Bb to save recordings
- v. Cost is ~\$6000 per year to the enterprise
- vi. This will result in a change in workflow, which will include using Kaltura KMS
- vii. Plan is to have this in place by spring semester 2017
- viii. Tina and Pat Reid will develop KB articles for accessing videos in Kaltura for faculty/staff and for students to access videos in Bb.
- ix. Tina will send out a targeted communication to users who have videos in My Recordings in WebEx now to let them know the videos are moving before they are moved.
- x. Benefits to this new process include the ability to caption videos once they are in Kaltura
- xi. Once migrated, videos resides in My Media in Kaltura in mp4 format
- xii. Recordings are automatically deleted in WebEx after they are migrated to Kaltura but they can be brought back by WebEx if needed
- xiii. Annuity is new WebEx platform that will allow affiliates to use the system

- xiv. Apple and Cisco (WebEx vendor) have entered into a partnership at the engineering level and may result in system improvements
- xv. Motion to adopt the WebEx connector was put forth by Adam Chekour; seconded by Kate York. The motion was unanimously approved.
- xvi. Funding is likely to come from eLearning budget

7. LMS Roadmap Task Force Update (Paul Foster, Greg Lloyd)

- i. Going out to all colleges, inviting them to usability testing and meeting with college leadership
- ii. Last IDP meeting Pat Reid presented estimates on how many hours it would take to move content and check it if we change our LMS for a single instructor for a single course. They identified 6 levels of use. IDP subcommittee will continue to work on this process and present it to eLearning Committee in a future meeting to help identify resources that will be needed if UC transitions to new LMS.
- iii. Pam Rankey also asked the task force to keep in mind not all courses will migrate perfectly and procedures will need to be developed to address those situations
 - Possibly a subcommittee to the task force may need to form to address course migration specifically
- iv. HLC site visit is scheduled for 2018. The task force will be careful to ensure that preparations and meetings for HLC don't overlap with LMS changes
- v. LMS Roadmap website is updated: <http://www.uc.edu/provost/initiatives/elearning/strategic-initiatives/lms-task-force/dates.html>
- vi. Confirmed college visits:
 - Nov 1, 2016 – College Conservatory of Music – Briefing the CCM Technology Committee
 - Nov 3, 2016 – D2L Demo (TUC 400C)
 - Nov 8, 2016 – College of Law – Usability Testing (Law Library 314)
 - Nov 9, 2016 – ProPEL – Usability Testing (703 Steger Hall)
 - Nov 9, 2016 – College of Allied Health Sciences – Usability Testing (103 French East)
 - Nov 10, 2016 – Lindner College of Business – Usability Testing (Lindner Hall room 209)
 - Dec 6, 2016 – College of Arts & Sciences – Briefing Department Heads & Executive Leadership (TUC 400B)

8. Accessibility Program Update

- i. Held successful kickoff retreat consisting of approximately 70 people last week, including several vice presidents
- ii. Focus now is on web content
- iii. Future focus will be on eLearning systems
- iv. Bb purchased a new company, Fronteer, that has an accessibility software, Ally
- v. eLearning staff saw a demo of Ally
- vi. Ally will integrate with LMS and audit content for accessibility issues
- vii. Ally generates supplemental materials for remediation of some accessibility issues
- viii. Ally is platform agnostic – will work on Bb (except Ultra), D2L, Canvas, etc.
- ix. Planning to schedule another demo for the eLearning community after the first of the year
- x. eLearning is planning to target Q2 to pilot the product

xi. Below is a link for more information:

<https://campustechnology.com/articles/2016/10/26/blackboard-acquires-accessibility-platform.aspx?admgarea=news&m=2>

9. Subcommittee and Project Updates (see attached forms)

i. Bb Update

- Import of final grades from Bb into Catalyst is not working
- Bb admins are working with Bb on solution in testing environment now – still testing to ensure it doesn't have negative affects downstream
- **Contact Greg Lloyd if you want to be part of QA testing**
- Will decide go/no go on Monday, 11/7, if this fix is to be implemented in production
- Faculty not using Bb will experience change if it is implemented
- Moderate workflow change for faculty already using Bb
- Open consultation days in December can help faculty with the process change
- UCIT support teams are ramping up for extra support at Helpdesk and PIO will work on communication plan to get the message out to the community
- Also looking at problems with students who withdraw disappearing from the gradebook
- **Greg and Christine Street will follow up with Catalyst team to see if notification to faculty and students can be re-implemented when student withdraws from class and report answer back to eLearning Committee.**

ii. LMS subcommittee restarting discussion of course retention

- **Jane will send link to committee for the new data management policy**

iii. No funding for cohort 3 Backpack project. Still using leftover funding for cohort 2.5.

iv. May extend December eLearning Committee meeting to 2 hours.

10. Adjournment

i. Committee adjourned at 9:36 AM