

## eLearning Committee Meeting Minutes

**Date:** Wednesday, July 5, 2017  
**Time:** 8:30 AM – 10:30 AM  
**Location:** University Hall, Room 420B (collaboration room)

### [Current Membership Roster](#)

**Present:** Pam Rankey, Mike Mitchum, Eugene Rutz, Emanuel Lewis, Pat Reid, Julie Breen, Cynthia Ris, Greg Lloyd, Jason Day, Joni, Torsella, Dave Rathbun, Patty Goedl, Matt Rota, Vernon Jackson, John Stoll, Kent Meloy, Christine Street, Cecily Goode, Angela Robbins

**Guest:** Brian Verkamp

**Apologies:** BJ Zirger, Leslie Schick, Bryan Smith, Warren Huff, Dawn Clineman, Melody Clark, Ruth Benander, JP Leong, Steve McKinney, Heidi Pettyjohn, Michelle Conda, Don Hodges, Bill Delmer, Sarah Schroeder, Adam Chekour, Jeremy Martin, Tina Meagher, Mike Suit

### 1. Review and approve minutes (attached) (Paul Foster)

- i. Pat Reid motioned to accept the minutes with no changes; Eugene Rutz seconded the motion. The committee unanimously voted to accept the minutes.

### 2. Proctored Testing/Examity Contract (Dave Rathbun & Paul Foster)

- i. Several solutions were considered and Examity has been selected for proctoring services.
- ii. Respondus LDB and Monitor will not be renewed because the cost is too high (\$15 – \$20k); the cost is per usage basis instead of unlimited, and it does not work in virtual environments. Only a couple hundred seats were being used.
- iii. CECH and CoN were already using Examity. They helped CEeL negotiated a contract with Examity for \$42k per year, unlimited usage. Colleges can issue a PO against the contract for a fee of \$3500 per month, similar to university-wide labor contracts. CoN will realize a reduction in fees.
- iv. Examity has the option for automatic authentication but purchasing that feature is dependent on approval of the DL fee.

## eLearning Committee

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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:

- v. The contract has been accepted by Examity and is waiting for Office of General Counsel approval.
- vi. Paul will motion for a vote to approve the Examity contract in the eLearning August meeting for unlimited use.
- vii. CEeL will create additional KB articles and one-pagers and have them ready for fall semester.
- viii. CEeL will communicate campus-wide Respondus LDB sunset at end of summer semester.

### 3. Motion to Sunset Accessibility Subcommittee (Paul Foster)

- i. Accessibility Subcommittee has not met for more than a year and has been superseded by the UC Accessibility Network Committee. The Digital Communications and Web Standards Subcommittee, chaired by Heidi Pettyjohn and Jeremy Martin, will assume the work of the Accessibility Subcommittee.
- ii. Paul motioned the committee to disband the Accessibility Committee immediately; Pam Rankey seconded the motion. The motion passed unanimously.
- iii. A plan to restructure the original Accessibility Network subcommittees is awaiting approval from the Executive Committee. The subcommittees were initially formed to develop an OCR response and are being reorganized to address the next phase of the project. The Accessibility Network will contact original members with updates about the new structure by the end of July.

### 4. eLearning Support Summit (Emanuel Lewis & Mike Mitchum)

- i. The Learning Technology Support (LTS) Team is collaborating with CEeL to plan a late summer engagement with the Canopy community to obtain feedback which will be used by the CEeL to better support the needs of the community for the start of fall semester. Dates will be announced later in July for the summit, with a target date of early August.
- ii. CEeL is planning a late summer visit to the Bb Canopy support office to discuss updated UC eLearning tools in preparation for start of fall semester.
- iii. Most Help Desk complaints are about Kaltura, lengthy calls, and misinformation.
- iv. Pam Rankey suggested that the LTS team should send key support staff in colleges a list of their frequent callers so that the support staff could reach out and encouraged them to attend the summit

### 5. Captioning KB Updates (Dave Rathbun & Mike Mitchum)

- i. Based on feedback From ID/P, CEeL has created several new KB articles and plans to create more to support captioning. KB articles will be ready for fall semester.
- ii. Pam suggests including point and click options in KB articles to point to UDL resources.
- iii. Charges for captioning services will be billed as batch processing. CEeL receives invoice first and they bill charges to specific colleges.
- iv. CEeL will work with the Accessibility Network to include a disclaimer in all captioning announcements to alert faculty about the costs of captioning.

### 6. Footprints to TeamDynamix Migration Update (Emanuel Lewis)

- i. The Help Desk is transitioning away from Footprints - TeamDynamix is the new system. They hope to wrap up the transition by the start of fall semester.
- ii. Main impetus for the switch was to have more transparency...go to uc.edu/help to go to self-serve portal for one-stop shop
- iii. Users can monitor ticket process in portal and have access to password reset.
- iv. The application is behind Shibboleth

- v. Some new features TeamDynamix offers are public help forum, feedback button, and system status message at top of page.
- vi. My Ticket status may not be ready for fall semester but will be available ASAP.
- vii. The eLearning Committee asked Emanuel to add the following:
  - Create a link while in open tickets to navigate back to home
  - Need to update support hours on portal
  - Need a notice in faculty announcements module in Bb to let faculty know about migration to TD and ticket submissions changes
- viii. Expect portal changes in future based on feedback

## **7. eLearning Committee Co-chair Update (Paul Foster)**

- i. Paul and Joni are waiting on the ITCAC to finalize the faculty members elected by Faculty Senate. Paul expects to be able to make an announcement of a new co-chair in September.

## **8. Canopy Renewals (Paul et al)**

- i. Kaltura - 1 yr renewal in process
- ii. Echo360 - 1 yr renewal for 2018; hope for reduced costs
- iii. WebEx - renewing with changes
- iv. Zoom remote conferencing is under consideration
- v. Bb and student services is being renewed
- vi. Respondus - renewing test creation but not LDB; announcement with details for license key, etc., will be in Bb announcements

## **9. Subcommittee and Project Updates**

- i. The Online Learning Subcommittee is working on a budget to purchase implementation tools.
- ii. LMS Subcommittee is working on recruiting more faculty members
- iii. ID/P is meeting at end of July. Gigi Escoe, Vice Provost, Undergraduate Affairs, and Jason Day are attending to discuss eTextbooks and textbook affordability.
  - The subcommittee has a nomination for a new co-chair; they may vote on it in July meeting
  - They sent email to deans asking for names of 2 people to join ID/P Subcommittee. They have received some nominations.
- iv. LMS Taskforce total cost model is finalized; next step is to finalize business case.
- v. Grade submissions to Catalyst issue patch has been applied. Preliminary testing looks like problem is resolved but still testing; plan to have in production by fall semester
- vi. Will have 3-day engagement with Bb in July for planning the upgrade due in December. Users will see some changes between fall and spring semester

## **10. Adjournment**

- i. The committee adjourned at 9:35 am.