



## eLearning Committee

# Meeting Minutes

**Date:** Wednesday, November 1<sup>st</sup>, 2017

**Time:** 8:30–10:00AM

**Location:** University Hall, Room 454

**Present:** Melody Clark, Paul Foster, Patricia Goedl, Don Hodges, Vernon Jackson, Greg Lloyd, Tina Meagher, Kent Meloy, Mike Mitchum, Pam Rankey, Dave Rathbun, Pat Reid, Cynthia Ris, Eugene Rutz, BJ Zirger

**Guests:** Jackie Mulay, Ruth Benander, Brenda Frankenhoff

**Apologies:** Julie Breen, Adam Chekour, Natalia Darling, Taylor Gary, Cecily Goode, Warren Huff, JP Leong, Steve McKinney, Matthew Rota, Sarah Schroeder, Bryan Smith, Mike Suit, Christine Street

### [Current Membership Roster](#)

1. **Review and approve minutes** (attached)
  - a. Tina Meagher moved to accept the minutes, Pat Reid seconded the motion. The minutes were unanimously approved.
2. **ePortfolio Update** (Ruth Benander)
  - a. Ruth Benander and her team have been using the Blackboard assessment modules to evaluate the success of ePortfolios. They presented on the importance and success of ePortfolios at Blackboard World in July 2017.
  - b. The Journal for Research & Practice in College Teaching put out a special issue on [ePortfolio Implementation at UC](#). This journal has been viewed over 50 times and has been cited in other work.
  - c. UCBA is in their 5<sup>th</sup> year of ePortfolio Faculty Learning Community. This year it is full of History and STEM

## eLearning Committee

### Committee Co-chair

**Paul Foster**

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### Committee Co-Chair

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

and they are finding it has changed their engagement. ePortfolios are being used by STEM UCBA, BTAS UCBA, UCBA English Department, UCBA Honors, University Honors, Propel in Professional Practice and the Graduate Nursing Program. The Nursing Program is considering using it in their undergraduate programs and CHEM UCBA for Program Assessment.

- d. UCBA First Year Experience (FYE) has been implementing ePortfolios and Ruth is looking forward to getting testimonies from faculty participating. They are beginning a research study on the ones that participated in the FYE ePortfolios. They are planning to follow the participants into their next STEM courses and compare the retention and achievement of the students who did and did not participate. This will be good for the diversity, inclusion, and equity in the STEM program.
- e. There have been several workshop series through CET&L and through Blue Ash Learning and Teaching Center. They are going into the 6<sup>th</sup> year with the ePortfolio Professional Practice Community.
- f. They are hopeful that this trend will continue and it will start to be used more on Uptown Campus. Ruth and her team are going to collect testimonies from the successful groups.
- g. Next Steps: Ruth will be meeting with Gigi to discuss bringing ePortfolios to Uptown Campus and to give discipline specific development visits to departments about how to use ePortfolios for assessment, student achievement and student engagement. Ruth will also talk to CET&L about creating this community of practice.
- h. Ruth asks for support from the eLearning Committee for the ePortfolio project. She is planning to create videos and has asked for assistance with video editing production. Kent Meloy volunteered to contact Ruth to follow up about video editing. These videos could be stored as central services, possibly as Knowledge Base articles.

### 3. **Web Conference Review** (Tina Meagher and Paul Foster)

- a. UC is in its 3<sup>rd</sup> and final year of the WebEx contract, ending in August 9<sup>th</sup>, 2018. Usage has grown over the last year, 30-40% of usage is staff. There is difficulty analyzing the usage data between staff and faculty because some staff also teach so it is hard to explicitly assign usage to one role. Faculty using their personal rooms does not give us good data either because it doesn't specify whether they are using it in the classroom or not.
- b. This is a good time to look into different products due to the fact that WebEx is releasing a new version, so UC will be required to upgrade in August 2018 no matter what is decided. In the first version, it has students moving to the program called Spark. Faculty and Staff will be moved after. WebEx is putting lots of money into Spark, it is a mix of Slack and Skype.
- c. Originally, the plan was to have 5-7 people take a look at the marketplace to see if there are other products better than WebEx before forming a full blown task force. After the discussion in the committee meeting, the group determined that

faculty and staff needs have to be better understood and why WebEx is not being used in the classrooms, doing only a market scan will not clearly address this. Tina Meagher will form a group and they will assess the state of web conferencing at UC and determining the institutional needs by talk to staff, colleges, and faculty and report back to the eLearning Committee.

- d. Tina is holding three separate meeting where faculty and staff can attend to discuss the positives and negatives of WebEx. These meetings are on the dates below. People can attend via WebEx, contact Tina Meagher for more info.
  - i. November 1<sup>st</sup> from 1pm-2pm in Langsam 571
  - ii. November 6<sup>th</sup> 1pm-2pm Langsam 571
  - iii. November 14<sup>th</sup> 2pm-3pm in Langsam 571
- e. BJ Zirger and Cynthia Ris agreed to survey their faculty and teams. So Tina will create a survey of 5-6 questions asking, in terms of Webex, how faculty are using it, if faculty are using it, what is preventing them from using it, and what problems that are having when using it. She will send the survey out to the eLearning Committee, Instructional Designers, IT people in various colleges, and IT Managers.
- f. CECH at one point had the highest amount of user and has worked with faculty over the past 2 years to implement WebEx across their in-seat, online, and hybrid programs. Faculty are finally feeling comfortable using it and students are using it for breakout sessions. CECH has people that will need to play an important role in the search process.
- g. Another issue within CECH is faculty fatigue. They are beginning to get burnt out at the whole review process around technology projects, possible upgrades, and implementations.
  - i. Ex. Lots of faculty invested their time in the LMS process to look at different platforms. They felt the process was moving forward and decision were being made, but the project just hit a wall. Faculty are beginning to disengage, develop a level of mistrust. Too many things are happening behind the scenes that are changing outcomes.
- h. Note: The Board of Trustees approved the 23 million capital funding which includes all the phones will being replaced and upgraded to VOIP (PBX is 20+ years old). Phones will likely be through Cisco, so there is possible integration through WebEx.
- i. If it is decided to make a major change in the conferencing tools, the research and implementation must be in place by the end of spring semester 2018 in order to have a full implementation by fall semester. UC may need to license WebEx for another year in order to perform a full campus-wide study to determine the cross-campus needs. UC may be able to negotiate the ability to stay on the old platform of WebEx.
- j. Tina moved that Tina will form a group that will assess the state of web conferencing here at UC; talk to the staff, colleges, and faculty to identify which use cases are working well and which ones are not; and report back to eLearning with a recommendation to create a task force to look at the market to consider

alternatives or continue with our current strategy approach and renew WebEx. Pam Rankey seconded the motion. The motion was unanimously approved.

**4. Blackboard Course Names (Greg Lloyd)**

- a. During the Course Retention Plan Presentation at Faculty Senate, the Catalyst term name convention was discussed. When UC switched to Catalyst, students and faculty were not familiar with the new naming convention and it caused trouble while building courses. In the course name, instead of using Catalyst code, the suggestion is to use the term and year. E.g. Catalyst term 2178 would be converted to Fall 17. Course ID would not be changed, but course description would change. Greg will take this discussion to the LMS subcommittee for further discussion and will bring it back to the eLearning Committee for a vote.
- b. Q1: Will it impact sorting in 'My Courses' module in Blackboard? A1: No.  
Q2: Will courses that are half-term be affected? A2: Yes

**5. PRS Task Force Update (Mike Mitchum)**

- a. UC is currently using TurningPoint. 6000 student are using this software, but there are other systems in use throughout campus. A public RFP has been issued and several vendors have responded. The task force has been reaching out to various users on campus to obtain feedback before scoring the RFPs, including a small group of power users for PRS technology. The group is developing a survey to send to faculty to obtain more usage data.
- b. The task force is still looking for additional faculty input and to be a part of this process; eLearning Committee members should have interested faculty contact [Mike Mitchum](#).

**6. Analytics for Learn (A4L) (Brenda Frankenhoff)**

- a. A4L is the analytics module that Blackboard offers. Blackboard has offered to host it for UC for 1 year at no cost. Hoping to kick off the pilot project in the next few weeks. Planning to use the rest of the year to load data to the system and start to find faculty members beginning in January. This pilot will help to determine the usefulness of the system and will take an additional 4-6 months to determine if UC should continue to pay for A4L.
- b. The team is working with the Catalyst team to access required SIS data required for A4L and with OIS to determine the security requirements. UC plans to use A4L to satisfy Title IV requirements.
- c. Goals for this program:
  - i. Evaluate efficiency of module – are we getting useful data?
  - ii. Certify students for Title IV
  - iii. LMS usage data and 3<sup>rd</sup> party widgets
  - iv. Support efforts to create next generation digital learning

- d. Cecily Goode will schedule a meeting with Brenda to discuss data feeds. Brenda will send more information regarding A4L to Patty Goedl.
- e. eLearning Committee will receive a monthly update on this project.

**7. Bb Upgrade December 15, 2017** (Paul Foster and Jackie Mulay)

- a. The original plan for upgrade was Q2\_2017\_CU3, UC will now be moving to **Q2\_2017\_CU4** on December 15<sup>th</sup>, 7:00AM–7:00PM. This is the most current upgrade release. This change is due to Crocodoc being sunset on January 15<sup>th</sup>, 2018.
- b. Communication Plan (attached)
  - i. Communications for the upgrade will begin at least one month prior to the upgrade. Phase I has already taken off and Phase II will start shortly.
  - ii. Jackie is working to make sure that the community will see the update at least 3 times in different kinds of platforms, such as face to face, motion graphics, news articles, etc. Letting them choose whether or not they want more information on the upgrade, and if they do, finding what they are looking for with ease.
  - iii. Paul will continue to give updates in various committees and meetings.

**8. IT@UC Bylaws Approved**

- a. [Link to Bylaws](#)

**9. Office of Information Security Annual Policy Review**

- a. [Approved Policies](#)

**10. New Meeting Day/Time and Membership Update** (Paul Foster)

- a. An educated doodle poll will be sent out during the month of December to determine a new regular meeting day/time.
- b. There was a suggestion to add a 'role column' to the membership roster to visually show who the members are representing in the meeting (i.e. Faculty Senate appointee, UCBA)

**11. Subcommittee updates**

- a. ID/P Subcommittee Update (Pat Reid)
- b. LMS Task Force Update (Paul Foster & Greg Lloyd)
- c. LMS Subcommittee Update (see attached report – Greg Lloyd)
- d. Video & Digital Media Subcommittee Update (Tina Meagher & JP Leong)
  - i. Players in Kaltura automatically play without audio. The task force is trying to update the players to require users to click to play videos which will include video.