eLearning Committee
Meeting Minutes

Date: Tuesday, February 6, 2018
Time: 8:30 AM – 10:00 AM
Location: TUC, Room 400A

Current Membership Roster

Present: Betty Ann Gottlieb, Cynthia Ris, Mel Clark, BJ Zirger, Dave Rathbun, Don Hodges, Greg Lloyd, Julie Breen, Pat Reid, Patty Goedl, Taylor Gary, Tina Meagher, Paul Foster, Michelle Ford, Kent Meloy, Warren Huff, Adam Chekour, Eugene Rutz, Pam Rankey, Mike Mitchum, Natalia Darling

Guests: Doug Burgess, Bruce Burton, Lorre Ratley, Geoff Costa, Marie Knecht, Jackie Mulay

Apologies: Bryan Smith, Matt Rota, Dawn Clineman, Vernon Jackson, Sarah Schroeder, JP Leong, Steve McKinney, Christine Street, Cecile Goode, Mike Suit

1. Review and approve minutes (attached) (Paul Foster)
   i. Warren Huff moved to accept the minutes; Eugene Rutz 2nd the motion. The motion was unanimously approved.

2. Cincinnati Online (see attached presentation - Michele Ralston)
   i. Offers opportunity to grow beyond walls of classroom and offers faculty opportunity to offer their expertise on a local level.
   ii. Brand campaign focusing on digital.
   iii. For clarification, Content Specialist/Experts means marketing expertise
   iv. When Vice Provost position is approved, will decide how to move forward

3. FERPA Training (Lorre Ratley)
   i. UC uses eLearning training though LawRoom which every new hire uses. Training is tracked by HR admins and is required.
   ii. CoB decided to do more than initial training by holding annual sessions.
   iii. Can offer eLearning and in-person training.

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:

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

Meeting Schedule:
Committee meets the first Tuesday of the month.
iv. Is there a mechanism in place to ensure late faculty get access to training before they have access to Bb and teaching? Is there a follow up if they haven’t? Who manages the follow up?
   - Current eLearning training has not done a good job of identifying student workers who teach
   - Next month new LMS through Success Factors will integrate with LawRoom course material and provide more options for tracking and checking. More people will be able to access with HR acting as administrators. Will show HR who has not taken the training.
   - Online Training takes approx. 25 minutes.

v. Do associate deans and deans know what percentage of their college has been trained?
   Probably not right now.

vi. Face-to-face training is offered by Lorre and Doug Burgess. Doug has a handout on the Registrar’s site. He was the FERPA compliance person before Lorre was hired.

vii. Any integration with Bb goes through the LMS which includes a data security rider that requires FERPA training.

viii. How do colleges handle oversight? Should they talk to Deans? Should Deans contact Lorre? Lorre will talk to HR leadership who administer LawRoom training to get facts about tracking training and how best to track with new LMS. Lorre will come up with communication plan for colleges when she has answers. Paul recommends to share with ADs as well.

4. **Capital Infrastructure Project Update (Bruce Burton)**
   i. Kicking off in next couple of weeks to allow for communication vetting.
   ii. Starting in Kowalewski hall and then CCM node.
   iii. Work will be done 4 – 8 am but will end at 7:45 am in classroom buildings to avoid classroom conflicts.
   iv. Website with calendar of work will be available soon.
   v. Will meet with IT Managers, Council of Deans, anyone who approves GETIT requests to reconcile Moves, Adds, and changes so they are not overlooked

5. **Two-factor Authentication/Duo Update (Geoff Costa)**
   i. Started pilot of 190 people in July
   ii. Oct – Nov rolled out to business group (UCFlex) with 70% self-enrollment.
   iii. Two-factor authentication with Duo is an industry standard, used by Facebook and Google,
   iv. Duo offers multiple options, including an app on phone, which is the most secure and reliable.
   v. Go to [OIS website](#) and click on Two-factor authentication link to access Duo.
   vi. Tentative date for mandatory enrollment is March 1, 2018
   vii. Contact UCIT Helpdesk for help using Duo.

6. **Bb Course Retention Policy (Greg Lloyd)**
   i. Policy work started in 2015 with previous LMS co-chairs, Deb Brandenburg and Don Hodges. They met with concerned groups to form a committee.
   ii. The proposed policy states that Bb would contain the current year courses plus 3 most recent years, and archive off the last 4 – 7 years of courses (archived means courses would not be available in Bb but can be restored to Bb). Instructors can submit yearly request to extend their courses. Colleges can submit forms to extend all courses, particularly for accreditation.
   iii. Proposal has gone to Faculty Senate IT and Faculty Senate who voted to adopt it on 12/7/2017.
   iv. Options on time table
      - Start communication process with faculty in spring, summer and fall semesters.
Want to rollout retention policy in spring 2019
Message via triple D list
Give faculty sufficient time to learn to archive courses older than 7 years

v. CET&L will help ensure training is available for learning how to archive courses to Box.
vi. Next step is to advise ITCAC and then to CEEl team to develop KB articles and communications to faculty, Associate Deans and Council of Deans before triple D list.

vii. UCIT - PIO will take the approved policy to the Communications Cabinet in-person for approval to triple D list.

viii. Greg Lloyd moved to accept the retention policy; Paul Foster 2nd the motion. The motion was approved.

ix. Note: still looking for co-chair for LMS subcommittee; needed by end of this calendar year.

7. Ally Update (Megan Wuebker)
i. UC is conducting a no cost pilot this spring semester.

ii. Hidden feature is MP3 conversion for documents.

iii. Second half of pilot will generate accessibility report for fully online and Gateway courses.

iv. Accessibility score for all Bb courses is about 20%.

v. Need to decide about going forward for summer and fall.

8. Proctored Testing (Dave Rathbun)

i. In the process of rolling out Examity to colleges.

ii. Examity staff will come to campus later this term to resolve issues.

iii. Working to create a landing page, develop KB articles and identify contact staff for assistance.

iv. Documentation needs to include instructions for authentication only (free) option that is not buried in instructions. BJ Zirger will share what CoB created with anyone who wants it.

v. Is UC able to recoup cost from DL fees? Right now either college or students pay. No. BJ suggests DL fees be re-evaluated because not all money is being used exclusively for DL. CDW will be working with UCIT to evaluate communication tools that are being used for academic and staff purposes.

9. Title IV & Student Participation (Brenda & Paul)
i. Tabled due to time constraints

10. Bb A4L Update (Brenda Frankenhoff)
i. Tabled due to time constraints

11. PRS Task Force Update (Mike Mitchum)
i. Tabled due to time constraints but survey results analysis will be presented this Friday at Canopy meeting

12. Subcommittee updates
   I. ID/P Subcommittee Update (Pat Reid)
   II. LMS Task Force Update (Paul Foster & Greg Lloyd)
   III. LMS Subcommittee Update (Greg Lloyd)
   IV. Video & Digital Media Subcommittee Update (Tina Meagher)

13. Adjournment
   i. Committee adjourned at 10:03 AM.