eLearning Committee
Meeting Minutes

Date: Tuesday, March 6, 2018
Time: 8:30 AM – 10:00 AM
Location: University Hall Room 420B (UCIT Collaboration Room)

Present: Eugene Rutz, Betty Ann Gottlieb, BJ Zirger, Greg Lloyd, Kent Meloy, Mike Mitchum, Pat Reid, Josh Heinrich, Julie Breen, JP Leong, Cynthia Ris, Vernon Jackson, Bryan Smith, Paul Foster, Adam Chekour, Tina Meagher, Mel Clark, Pam Rankey, Jackie, Megan Wuebker, Mike Suit, Dave Rathbun, Natalia Darling, Gary Taylor, Brenda Frankenhoff, Michelle Ford, Patty Goedl,

Apologies: Don Hodges, Warren Huff, Matt Rota, Dawn Clineman, Sarah Schroeder, Christine Street, Cecily Goode

1. Review and Approve Minutes (attached) (Paul Foster)
   i. Adam Chekour moved to accept the minutes; Bryan Smith seconded the motion. The motion passed unanimously.

2. Capital Project update (Bruce Burton)
   i. Bruce was not able to attend - no update.

3. Cincinnati Online Follow Up Discussion (Adam Chekour)
   i. Colleges need more information sharing from Cincinnati Online and some input. For example, how much will college units pay for Cincinnati Online?
   ii. Most of Michele’s presentation was about Cincinnati Online prior to hiring Jason Lemon. Many faculty would like to see the report submitted by Jason.
   iii. Cincinnati Online has a working group that meets monthly. Paul and Michelle Ford are on the committee. Sally Moomaw represents faculty.
   iv. Paul moved that the eLearning Committee make a recommendation that the new Vice Provost & Dean for Cincinnati Online, Jason Lemon, share the Cincinnati Online report with the eLearning Committee members and attend the April committee meeting for discussion regarding Cincinnati Online. Eugene 2nd the motion. The motion passed. Paul will follow up on this action item.
4. Faculty Enrichment Center (FEC) (Cynthia Ris)
   i. Kristi Nelson sent an information bulletin in February regarding her involvement on Next Lives Here and the Faculty Enrichment Center.
   ii. Ideas for the center are still very broad but it has a strong focus on faculty collaboration with all units (see attachment for list of units) to ensure that faculty meet the University goal of supporting students.
   iii. Cynthia will send out a survey (see survey questions in attachment) in the next few days with a deadline to complete it of March 22. eLearning committee members can send suggested questions to Cynthia for inclusion as well. The survey being sent to the eLearning Committee will not be sent to all faculty. Later when the FEC steering committee has received more input from focus groups, faculty will be further involved through forums, focus groups, and/or surveys.
   iv. The difference between the FEC and CET&L is not clear yet but FEC hopes to have a broader approach to include quality of work life issues and less on professional development. The FEC wants be a resource for all faculty development resources. FEC could be sandbox environment for IT tools. CEeL staff could act as IT consultants in the FEC. The center could also function like a faculty lounge with food.
   v. The FEC steering committee does not have full university representation but there could be focus group to increase involvement and participation. Faculty Senate president will serve on the steering committee.
   vi. How will support be balanced for branch campuses from a physical center if it is located in the Library? Possibly through online resources.
   vii. eLearning Committee can help by suggesting members for focus groups.
   viii. FEC is supposed to be open in August of 2018.

5. Ally Pilot Update (Megan Wuebker)
   i. Ally outage over the weekend lasted for three days. Scanning for accessibility will still take place for all materials used during the outage but it will take some time.
   ii. The documents in Bb completely disappeared during the outage because they were in the cloud. This problem needs further discussion with Bb.
   iii. Taylor Gary is following up with the UCIT Help Desk to help increase knowledge about the Ally pilot.
   iv. There are about 1000 students who have access to the Ally accessible documents in the pilot but there isn’t currently a way to determine how many students are using them.
   v. Three of the courses participating in the pilot have 60% accessibility of documents and seven participating course have 50% accessibility.
   vi. The Office of Civil Rights (OCR) approved the UC plan submitted by the Accessibility Network.

6. Proctored Testing (Dave Rathbun)
   i. College Experiences
      • Have some statistics for college experiences for level 1 and level 2 proctoring.
   ii. Process Improvements
      • Online students using automated proctoring experience a delay in uploading the video files and sometimes the video doesn’t upload at all. To address this, video resolution is being reduced and Examity is providing more resources. CEeL scheduled monthly calls with Examity to review what is working and what is not. KB articles are being reviewed and updated. New articles will be published soon. KB articles have been separated; one for faculty and one for students. Dave will email new KB links to eLearning Committee as soon as they are available. New KB articles will include screen shots.
iii. If faculty complete the registration form, it helps determine if they are using the free version.
iv. Contact Dave for problems with proctoring.

7. **Title IV & Student Participation (Brenda Frankenhoff & Paul Foster)**
   i. UC lists the Teacher Education Assistance for College and Higher Education Grant Program (Teach Grant) as Title IV.
   ii. Faculty have to show date of withdrawal or last date of participation in order to be in compliance with Title IV.
   iii. Faculty are required to complete attendance forms. The act of opening the email with the attendance form counts as submitting the form. Students must engage in class in order to be considered in attendance. Online students are required to submit something in order to be considered in attendance. Students sending email to faculty may count as participation. It’s unclear if participating via WebEx counts for attendance.
   iv. UC is able to track student participation in Bb for federal funding purposes. About half of UC students are receiving aid.
   v. Students receive a refund if they completely drop out but must pay back federal financial aid funds. Partial withdrawal students do not receive a refund.
   vi. Some students are gaming the system by showing up only on the day of the final exam in order to receive an F grade instead of an unofficial withdrawal so that they do not have to pay back financial aid. Instances of this should be reported to the Financial Aid office.
   vii. CEeL Action Item: Need to create KBs for what constitutes attendance and find some way to address the issue of students who show up on last day for final.

8. **Great Gateways (Mike Mitchum)**
   i. PRS Task Force Update
      • Completed scoring of RFPs and Purchasing is ready to send communication to four vendors.
      • Dates March 19, 20, 23, 26 are dates for 4 candidates to provide vendor demonstrations. WebEx attendance will be an option. Will have evaluation forms. WebEx recording will be available for people unable to attend.
      • 200+ survey returns from faculty.
      • Faculty want software and hardware options (such as clickers in the room). Faculty will decide ahead of class which option will be used.
   ii. Faculty Interviews
      • Plan to conduct a listening tour to interview faculty on classroom experiences.
      • CEeL staff have met with faculty and attended their classes to help troubleshoot technical problems in classrooms.

9. **Subcommittee updates**
   I. **ID/P Subcommittee Update (Pat Reid)**
      a. Paul Foster attended the last meeting to discuss issues about Bb updates with IDs
      b. Heidi Pettyjohn gave a presentation on accessibility.
      c. A subcommittee is working on standardized Bb template for colleges without dedicated IDs. Templates will be implemented in fall semester 2018.
   II. **LMS Task Force Update (Paul Foster & Greg Lloyd)**
      a. Budget request for Canvas pilot was submitted and first meeting to discuss it is this week.
III. LMS Subcommittee Update (Greg Lloyd)
   a. Still waiting on update on course retention policy. Paul will address it with ITCAC next Friday.
   b. Course creation date May 6th

IV. Video & Digital Media Subcommittee Update (Tina Meagher)
   a. Voting on co-chairs to succeed Tina. JP Leong and Ben Hutchison will likely be next co-chairs.
   b. Have begun implementing video strategy endorsed by IT Council.

10. Other Updates
    i. Paul Foster accepted the position of AVP for Enterprise academic Technologies at UC Information Technologies.

11. Adjournment
    i. Committee adjourned at 10:00 AM.