eLearning Committee Meeting Minutes

Date: Tuesday, April 3rd, 2018
Time: 8:30AM – 10:00AM
Location: University Hall, Room 420b (UCIT Collaboration Room)

Attendees: Tina Meagher, Bryan Smith, Natalia Darling, Cynthia Ris, Brenda Frankenhoff, Melody Clark, Josh Heinrich, Megan, Adam Chekour, Paul Foster, Julie Breen, Kelly Battles, JP Leong, Vernon Jackson, Warren Huff, Jason Lemon, Patty Goedl, Pam Rankey, Pat Reid, Mike Mitchum, Bruce Burton, Ben Hutchison, Josette Riep, Greg Lloyd, Eugene Rutz, Joey Lyon

Apologies: Taylor Gary, Cecily Goode, Betty Anne Gottlieb, Don Hodges, Kent Meloy, Dave Rathbun, Matthew Rota, Sarah Schroeder, Mike Suit, Christine Street, BJ Zirger

1. Review and approve previous monthly meeting minutes (attached)
   a. There were two corrections to the notes: Patti Goedl was in attendance and Cynthia Ris had a correction to the notes regarding Faculty Enhancement Center. With the changes, Bryan Smith moved to approve the minutes. Pat Reid seconded the motion. The minutes were unanimously approved.

2. Capital Project Update (Bruce Burton)
   a. The network upgrade began over UC’s spring break on March 12th in Kowalewski Hall. They moved on to the CCM node and are nearly finished. University Pavilion is their last building and they will finish up tomorrow.
   b. They will take a break until April 16th after the CCM node. They will then start on remote locations – Fishwick, the Stetson Building, the 1819 Innovation Hub, the Higher Education Mentoring Initiative Office, and the UC Reading Campus buildings. The dorms will begin as soon as the semester ends.
c. No buildings will be upgraded during UC’s exam week.
d. Upgrades start at 4AM and finish by 8AM to minimize impact to classes and business. There have been a few instances where the team has started at 12am to ensure they get the work done before classes begin for the day.
e. Maintenance Schedule Website: http://www.uc.edu/ucit/maintenance/it-network-phone-refresh/schedule.html

3. Cincinnati Online (Jason Lemon)
   a. Dr. Lemon shared that his experience with UC dates back from 2005 as a consultant with Compass Knowledge when he helped launch an online master’s program in College of Nursing. Online Programs have expanded immensely since then.
   b. His task is to build an organization inside UC to utilize the skills that were previously being offered by contractors on the outside. One goal is to market, recruit, and retain online students in an efficient and timely manner.
   c. Several positions are being advertised for Cincinnati Online as they are trying to build their team.
   d. Dr. Lemon opened the floor for a question and answer session.
   e. The hope is all classes, especially those incorporating online components, will consult with Cincinnati Online to fully utilize our strengths and capabilities in a way that captures the energy and organization to move UC to national recognition in the field of online learning.
   f. Melody Clark introduced herself to Dr. Lemon and explained that her team has responsibility for state authorization and compliance for online learning. She wants to ensure that her unit coordinates/collaborates with Cincinnati Online.
   g. Dr. Lemon is currently going through the list of colleges to determine who he should be collaborating with but would very much appreciate input. Feel free to send email requests to Dr. Lemon to invite him to your college.
   h. Members may share the report from Dr. Lemon that was distributed via email last month with their colleagues but he asked them to keep in mind that the report was written from a consultant perspective. It provides a framework and best practices but is not the final word. Please send comments and suggestions to Dr. Lemon.

4. Bb Support Staff & LMS Co-chair Update (Paul Foster & Greg Lloyd)
   a. Greg Lloyd has accepted a position in UC Business Core Systems. His last day in IT@UC is April 13th.
   b. There are two Co-chair positions open on the subcommittee due to Greg leaving IT@UC and Cynthia Ris leaving to serve as Faculty Senate President in May. Paul Foster has asked someone within UCIT and a member of the UC community to fill the two co-chairs spots. Hoping to have the two co-chairs identified by the end of the week. Send any nominations to Paul Foster.
   c. Chris Harding and Brad Stapleton will share Greg’s responsibilities on the Blackboard support team.

5. Faculty Enrichment Center Update (Cynthia Ris)
   a. As part of the University’s Next Lives Here initiative, Provost Kristi Nelson identified the development of a Faculty Enrichment Center as one focal point of the Faculty
Investment Pathway. Provost Nelson described the center as a “one-stop physical and cyber center that will enhance the professional growth of UC faculty and spark collaborations across colleges to foster interdisciplinary research, teaching, and service” throughout faculty members’ careers.

b. To develop such a center, the task force has begun to reach out to various units around campus. Further they want to continue the process of learning about your vision for this center by conducting forums at our campuses. You are welcome to attend at any of the following sites to share your ideas:

i. **UC Blue Ash College:** Thursday, April 12, 2018; 3:30 pm – 4:30 pm; 100 Walters Hall

ii. **West Campus:** Wednesday, April 18, 2018; 11:00 am – 12:00 pm; 427 Tangeman University Center (TUC)

iii. **UC Clermont College:** Thursday, April 19, 2018; 11:30 am – 12:30 pm; 143 Snyder Hall

iv. **East Campus:** Thursday, April 26, 2018; 1:00 pm – 2:00 pm; E351 Medical Sciences Building (MSB)

6. **Canopy Portal Task Force (Josette Riep & Paul Foster)**

a. Blackboard use to have a mobile application that UC used for several years. Last fiscal year, Bb was in the process of sun setting that application and partnered with Modo Labs. As part of our license agreement (for no additional cost) UC obtained access to the software.

b. In Josette’s unit, IT@UC – Software Development, they have been working on ways to increase the use of the UC AppLab. Her team was able to implement the framework of Modo Labs on March 1st. The new framework is available now and UC apps are using it. Advantages realized by the upgrade are accessibility improvements and upgrades to the live tracking shuttle map. The app meets the 2.0 AA standards of the Web Content Accessibility Guidelines (WCAG). The next steps are to update the user interface that is currently being used and make it more modern. Their group has also released an equity and inclusion app.

c. Currently, canopy.uc.edu is a static page that is not customizable and has received over 39 million views over the past few months. This new framework allows UC to rapidly create new user interfaces for androids and iPhones, but also allows them to create a desktop view that has customizable interfaces for students, faculty, and staff. UCIT is investigating using Modo Labs to build a UC portal. It could be used to customize messages to campus community, to include guest speakers, special event, etc.

d. Paul and Josette are looking to form a task force of five to seven people to put together design requirements for a portal and identify the student and faculty experience separate from Bb. This is a timely request, they would like to have feedback within a month because they would like to release a portal pilot in the fall.

e. Volunteers to serve on the task force: Tina Meagher and Josh Heinrich

i. Nominations: Marie Knecht in the PIO, Brad Stapleton as a student and IT Rep, Sue Mantel the Associate Dean in LCB, UCBA student ambassadors

f. Josette and Paul will attend the CSSI meeting to discuss larger UC portal
requirements and possible options. Josette is meeting with other UC groups for input as well.

7. **Blackboard Upgrade (Greg Lloyd)**
   a. There will be an expedited Blackboard upgrade occurring May 4, 2018 at the end of spring semester after grade are submitted to patch a security vulnerability and bug fixes from the last upgrade. Taylor Gary and Mike Mitchum have volunteered to run the upgrade (Greg Lloyd is leaving).
   b. The upgraded version is Cumulative Update 6, skipping Cumulative Update 5 which has a security bug in it. More information will be forthcoming next week.
   c. No changes are expected to course templates.
   d. Communication to the UC community will begin next week.

8. **Ally Pilot Update (Megan Wuebker)**
   a. Have some preliminary statistics from focus groups with faculty (11 participants). Outcomes are mostly positive. After grades are submitted, they will perform a comparison of accessibility percentages of courses in past and during Ally pilot.
   b. The time out issue with downloading data has been resolved.
   c. Task force will issue a short 5 question survey for faculty to distribute to students for their feedback.
   d. Tentatively planning to license for full-blown rollout in fall, if funding permits.

9. **Proctored Testing (Dave Rathbun)**
   a. UC is currently using Examity for proctored testing. There has been both positive and negative feedback. UC will continue to keep their options open and continue to review other vendors to ensure they find a solution that works for everyone.
   b. Planning to take another look at Proctor U to review their product improvements.
   c. Lots of competition between Examity and ProctorU. UC hopes to take advantage of it. Keeping dialogue open between vendors. Hope to obtain a summary of ProctorU offerings and will evaluate contracts based on it.

10. **Follow Up on Action Item Re: Title IV** – Need to create KBs for what constitutes attendance and find a way to address the issue of the students who show up on the last day for the final to avoid paying back financial aid.
    a. Data and answers from presentation last month are already on website. Brenda will try to create KB articles based on specific feedback from this group if additional information is needed.
    b. She met with staff from Registrar’s Office (Lee Jackson) to discuss students who show up on last day. That issue is outside the scope of the eLearning analytics team to address but she will share knowledge from Provost’s Office as it is developed when appropriate.
    c. Please direct any ideas for a Bb Analytics Knowledge Base articles or feedback to Paul Foster or Brenda Frankenhoff.

11. **Great Gateways (Mike Mitchum)**
    a. PRS Task Force Update
       i. Mike Mitchum thanked everyone who participated in the vendor demos. They were well attended and vendor demo videos have been posted. Mike will resend links to vendor demos as a refresher and include faculty feedback
and strategy for decision making process.

ii. The task force will be meeting next week to review feedback and develop a recommendation. Mike will present the recommendation to the eLearning committee next month and will put forth a motion for a pilot of a specific solution. After pilot, if successful, will rollout full implementation.

12. Subcommittee Updates
   a. ID/P Subcommittee Update (Pat Reid)
      i. No Update
   b. LMS Task Force Update (Paul Foster & Greg Lloyd)
      i. LMS pilot recommendation is pending budget support.
   c. LMS Subcommittee Update (Greg Lloyd)
      i. No update at the moment, there are items coming down the pipeline to be discussed later.
   d. Video & Digital Media Subcommittee Update (JP Leong)
      i. Tine Meagher has officially stepped down. JP Leong and Ben Hutchinson are the new co-chairs that were nominated by the committee.

13. Other Updates
   a. May need to review eLearning Committee charter and update with Next Lives Here planning.

14. Adjournment @ 9:58AM