eLearning Committee

Meeting Minutes

Date: Tuesday, May 1st, 2018
Time: 8:30AM – 10:00AM
Location: University Hall, Room 420b (UCIT Collaboration Room)

Attendees: Tina Meagher, Paul Foster, Adam Chekour, Brenda Frankenhoff, JP Leong, Julie Breen, Kent Meloy, Pam Rankey, Vernon Jackson, Megan Wuebker, Mike Mitchum, Marie Knecht, Pat Reid, Warren Huff, Josh Heinrich, BJ Zirger, Patty Goedl

Guests: Erma Fritsche, Debby Bird, Vernon Jackson

Apologies: Bryan Smith, Don Hodges, Matt Rota, Dawn Clineman, Eugene Rutz, Dave Rathbun, Sarah Schroeder, Christine Street, Cecily Goode, Mike Suit, Betty Anne Gottlieb

1. Review and Approve Minutes
   a. Warren Huff moved to approve the meeting minutes, Pat Reid seconded the motion. The minutes were unanimously approved.

2. Announcements
   a. Best wishes to Warren Huff who is retiring at the end of May
   b. Congratulations to Pam Rankey on induction to AFDL
   c. New AVP for UCIT Enterprise Shared Services, Brian Verkamp
      i. Starts May 1st and his office is located on 4th floor of University Hall inside UCIT Offices
   d. New LMS Subcommittee co-chairs, Taylor Gary & Julie Breen
      i. Paul Foster thanked both Greg Lloyd, who moved to BCS, and Cynthia Ris, who is chair elect for Faculty Senate.
      ii. Agenda for Fall work is forthcoming
   e. Collaboration Tools – Call, Meet, Message, and Share
i. IT Managers have been investigating the collaboration tools UC uses, such as WebEx, One Drive, Office 365, Google Suite, SharePoint, etc.

ii. WebEx will be on campus in Teachers/Dyer Complex, Room 502 from 10:00AM-2:00PM doing 15 minute demonstrations of their tools and how they would work if they were used across all UC.

3. EIT Accessibility Training (Andrea Rahtz)
   a. The Accessibility Network is aiming to bring accessibility to UC’s campus. UC’s policy as submitted to the Office of Civil Rights (OCR) in July 2017 and was approved in February 2018 with critical dates.
      i. April 15th – Publish the policy to the public on UC website
      ii. June 25th – Give OCR an update on audit of remediation on all UC websites
      iii. September 25th – Report to OCR the education and training UC has available for staff and faculty and how many people have taken the training.
         ▪ Requiring Faculty and Staff to have completed by Sept 18th to allow for accurate reporting to the OCR.
   b. There is a high level accessibility course available on Bb that is mandatory for all staff and faculty. It takes roughly 30 minutes to complete. If someone has already completed the training, they are only required to take the newer modules, module 3 and 5. Staff may not automatically be enrolled, you can self-enroll.
   c. A campaign is in place to promote training. Encourage colleagues to take the training. It was distributed via eCurrents.
   d. A Triple D message will go out this week. They are working on making the verbiage more clear that the training is required of all staff and faculty.

4. CAB Changes & Survey (Erma Fritsche)
   a. The efficiency council sponsored a study to review best practice. In collaboration with IT Managers, CAB reviewed change and incident management. They proceeded to review their process and discovered opportunities to evolve the change management process.
   b. Reviewed high level points from the IT@UC Process Improvement Project. Their team is currently on step 5: Assess Conformance to Customer Requirements.
   c. This group is visiting each governance committee gather stakeholder feedback on change management and benchmarking.
   d. Administered a poll to the committee consisting of 6 questions regarding how change management has met their expectations and their preferences. The gap analysis results will be shared later aggregated across governance.
   e. There was small discussion during the survey and below are the results:
      i. On average, 30-40 changes are made per week. The categories are high, moderate, and low. Majority are low risk requests. Considering a new category of escalated request.
      ii. Suggestion to separate results based on type of appointment (student, faculty, and staff)
      iii. Need to market the UCIT status page more to funnel users there for status updates. LTS team updates need to be added to the page. Need Canopy tile for the status page or a link; some easy way for users to access status page.
5. **Capital Infrastructure Project Update (Bruce Burton)**
   a. The project has been named, *IT Next*. The project timeline is 18-24 months. Phase 1 is almost complete. When visiting a closet, the team is finishing before the 8AM end time most of the time. They are continuing to meet with building managers to schedule installs.
   b. All the buildings out of the CCM node, the UC Reading Campus, the Stetson Building and the 1819 Building have been completed for Phase 1. They have started on the dorms this week and they should be done by the first week of June. The ERC node will be completed after the dorms, which should be done by the end of July. Victory Parkway Campus need more work done in the closets so it will come later this year.
   c. Starting last week, Cisco has come to campus days at a time to help UC prepare for phase 2 and phase 3.
   d. Network Operations Center (NOC) staff has been trained on new Cisco tools being installed.

6. **Blackboard Upgrade (Mike Mitchum & Taylor Gary)**
   a. There will be an accelerated upgrade on May 4th, 2018. Blackboard will be down from 7am-11am. UC will be moving to Q2 2018 Cumulative Update 6. This upgrade will address a security issue and update the interface to be more accessible. Anticipate another upgrade before the Fall 2018 semester starts.
   b. An issue has been identified that they will not be able to fix the issues with current theme, but they will be fixed in future releases. The team has put together a comprehensive webpage for blackboard updates.
   c. Paul is meeting with the Blackboard team on May 8th about future updates and how to avoid disruptions to users. Contact Paul if you’re interested in going with him.
   d. Canopy Creative Space: Starting this Friday, May 4th at 9-11am in Langsam. Three or Four CEeL representatives in person and someone on WebEx to discuss how to develop courses using technology that accessible. They will be available to work with faculty to enhance course content using the tools in Canopy. The goal is to help foster creativity. The Canopy team meeting occurs with some overlap from 10-11am. Coffee and refreshments will be served.
      i. Once the program is established, they will take it to the branch campus quarterly. Will be consulting with branch campus reps to determine content and best time to hold sessions.

7. **Ally Pilot Update (Megan Wuebker)**
   a. The final report is in process. They are comparing the data from last spring and March 2018 with the current data.
   b. Approximately 1100 students were impacted by the pilot. About 44% of the students were aware that Ally was being used in their course. They surveyed students and have only received 24 responses as of 4/30.
   c. Pilot is deemed to be successful and they are planning to move forward with a soft launch this summer semester and a full implementation of Ally in fall semester. Pilot faculty will be extended to participate over summer too. They are still negotiating the cost.
8. Great Gateway (Mike Mitchum)
   a. PRS Task Force Update (see attached issue-action form)
      i. Mike Mitchum provided a brief background on the PRS task force that is was commissioned to perform a market scan on available products in the market. They performed the scan and held vendor demos. Faculty was involved throughout the whole process. The final recommendation was to move forward with Turning Point. They proposed holding an official pilot fall semester 2018 with UC picking up cost of license for students.
         ▪ Paul Foster moved for the eLearning Committee to endorse a small-scale pilot for Turning Point Version 8 in Fall Semester 2018 and if successful, to fully implement Turning Point in Fall Semester 2019 as the standard enterprise-wide tool. Warren Huff seconded the motion. The motion passed unanimously.
      ii. Next Steps: Task force will continue through the pilot and possible implementation phase. They will start to recruit faculty. They will reach out to the vendor about funding a free pilot and for a supply for a limited amount of devices for non-users to participate. Asking vendor to hold overview sessions on campus during pilot to answer questions and concerns.
      iii. Pam Rankey suggested to target and fund faculty using the other PRS tools now to help with the transition and buy-in to Turning Point later if it is selected. She will follow up with CEE to discuss more in depth.
      iv. Faculty may need more help in understanding the effectiveness of the active learning, clicker technology because students appreciate its use in class.
      v. Paul asked the task force to come back to the eLearning Committee in June with an implementation plan.

9. Canopy Portal Task Force (Paul Foster)
   a. Was ambitious to get feedback in a month, but April was a busy month. Jane will schedule the first meeting to help develop a charter and schedule future meetings for the task force to meet.
   b. Planning to have fall semester mockups for next month’s meeting. It will be largely based on Modo Labs.

10. Subcommittee Updates
    a. ID/P Subcommittee Update (Paul Foster)
       i. Formed a sub-subcommittee with people from across the university to develop a Blackboard template for colleges without resident Instructional Designers and presented it to various colleges. There are a number of colleges that are planning to adopt the template.
    b. LMS Task Force Update (Paul Foster)
       i. Nelson Vincent is pitching a small Canvas pilot for spring semester to Senior UC Leadership this week. The pilot would include 30 faculty across several colleges with heavy involvement from Cincinnati Online.
       ii. Blackboard has been informed that UC is pursuing Canvas pilot.
    c. LMS Subcommittee - no update this month
i. This committee will be reconvened with new co-chairs.

d. Video & Digital Media Subcommittee Update (JP Leong & Ben Hutchinson)
   i. The new Kaltura building block has changed the way videos inserted with Mashup appear in the application. It now has a different look and feel. Videos will be embedded in the page. Any edits will require the user to re-load the video again.
   ii. Quizzing features have also been updated.
   iii. See Tina’s email regarding Kaltura updates sent 4/30/2018 for details or contact Tina if you have questions.

e. Jane to schedule transition meeting for new eLearning Committee Faculty Senate appointments including the new person for VDMS via WebEx and follow up with Sally for clarification on FS appointed terms.

11. Adjournment @ 10:00AM