

eLearning Committee Meeting Minutes

Date: Wednesday, August 3, 2016

Time: 8:30 AM – 10:00 AM

Location: University Hall, Room 454

[eLearning Committee Members](#)

Present: Dave Rathbun, Paul Foster, Greg Lloyd, Mike Mitchum, Tina Meagher, Pam Rankey, Melody Clark, Eugene Ruts, Paul Foster, Joni Torsella, Pat Reid, Chris Edwards, Vernon Jackson, Kent Meloy, Julie Breen

Guests: Jason Day, Linda Sabatelli, Annette Marksberry

Apologies: Dawn Clineman, Michelle Conda, Don Hodges, Warren Huff, JP Leong, Emanuel Lewis, Susana Luzuriaga, Steve McKinney, Bill Nicholson, Matt Rota, Leslie Schick, Sara Schroeder, Byran Smith, Kate York, BJ Zirger, Ruth Benander, Asrith Reddy, Chan Venkatesh

1. **Introduce Annette Marksberry, AVP, UCIT-Partnerships and Innovations and Linda Sabatelli, Accessibility Project Manager** (Chris Edwards)
2. **Review and approve minutes** (Chris Edwards)
 - a. The committee approved June meeting minutes with no changes.
3. **Communicate eLearning Issues**
 - a. Chris Edwards asked staff and college liaisons to communicate all of the eLearning issues shared today with their colleagues before classes start.
4. **LMS Update** (Paul Foster, Greg Lloyd – see attachments)
 - a. Not switching platforms right now
 - b. Still sometime away from decision making
 - c. Have had several vendor demos on campus
 - i. Canvas and D2L looked appealing for UC
 - d. LMS task force decided to proceed with market scan and RFP, which has been issued to Purchasing
 - i. RFP is open, will close on 8/10
 - e. LMS task force has [updated membership](#)
 - f. Todd Foley is new faculty co-chair
 - g. Robert McKinsey from CoM joined task force

eLearning Committee

Committee Co-Chair
Chris Edwards
AVP, eLearning, UCIT
edwardcp@ucmail.uc.edu
(513) 558-5233

Committee Co-Chair
Joni Torsella
Assoc. Professor, CEAS
torselja@ucmail.uc.edu
(513) 556-1224

Meeting Schedule:
Committee meets the first
Wednesday of the month:



- h. Will be adding other college reps soon
- i. Will eventually make a decision on a and pilot the selection in spring semester before making final decision
- j. Many large research institutes have moved from Bb to Canvas recently
- k. Three dates set aside in Sept for gathering data from faculty and students for them to communicate their needs
- l. Data from faculty and students will inform recommendation in October
- m. May take a year or two to fully transition to new LMS
- n. Timeline will be tight for spring pilot – look for information in email and UCIT website and provide feedback promptly to Paul, Greg, and Todd Foley.
- o. LMS task force would like to hold listening session with colleges. Contact Paul if your college is willing
 - i. Stress no decision soon
 - ii. Pilot in spring
 - iii. Looking for student, faculty, staff feedback

5. Bb updates:

- a. Majority of courses created, 190 still waiting because of unique IDs,
- b. Course names look different
- c. Classes with photos don't work with Catalyst right now – working on instructions to send out
- d. Some courses missing content collections – working on solution to be implemented between 3 – 6 am time window. Still need to select exact date.
- e. Go to UCIT webpage for status updates

6. TurningPoint Update (Mike Mitchum)

- a. Mike Mitchum and Dan Drury have been leading migration to cloud
- b. Cloud solution will require workflow and purchasing changes
- c. This is new service for eLearning team to support – happened as a result of transfer of service from ECSS to eLearning as a result of loss of staff member in ECSS who used to support TurningPoint.
- d. Faculty and students need to create account for TurningPoint; they are free.
- e. Students need to purchase licenses if faculty are taking attendance in class. If no license purchased, students show up as random users – need for license depends on classroom usage
- f. Turning Technologies will extend one year free license for students who already had clicker
- g. Clickers are bundled with license at bookstore (1,2,3, or 4 yr license) (used to be sold separately)
 - i. Team is sending a web form to order bundled license and clicker
- h. One-pager message went out to faculty last week with instructions, this week will send to students and IT contacts
- i. Mike will present TurningPoint clicker changes to IT Managers in their monthly meeting
- j. **One change is requirement to login to start sessions but interface is basically the same. This is new for faculty, please communicate this detail to your college**
- k. TurningPoint cross-functional team is meeting weekly to help with fall transition
- l. Moving forward, will expand team to model something like the LMS task force to evaluate technology landscape and help settle on a standardized platform

7. VitalSource Update (Jason Day)

- a. VitalSource is the standardized eTextbook reader/platform for UC
- b. Task force is working with VitalSource via Follett Bookstore

- c. Still classic version of Brytewave on campus but new one is in works with VitalSource as back-end
- d. On pace to rollout in fall semester to student athletes, Gen 1 students, and students can purchase Brytewave Vital Source
- e. **Tues, 8/9, Brytewave will be on campus for training sessions – contact Jason Day for more information.**
- f. Can call UCIT Service Desk for assistance with product
- g. There is a Bb building block for adding notes into eTextbook
- h. Vital Source will come back later in fall semester for training
- i. Communication will come out from Office of Provost to faculty and staff regarding Vital Source shortly
- j. Separate communication will be issued for students after they move in to housing
- k. How to know if textbook is available via Vital Source? Go to VitalSource bookshelf and search by ISBN number or title.
- l. **Jason will find out if the VitalSource order info will be listed in Catalyst/OneStop and send email to eLearning Committee**
- m. If book is not on VitalSource, they will most likely add it quickly but may not be interactive initially (in PDF format only)
- n. Working with several publishers to have quizzes integrated with Bb; working with Follett and VitalSource to integrate as well.
- o. Emanuel Lewis will be liaison with UCIT Service Desk for VitalSource, but help calls will be routed to Bb support in Somerset
- p. VitalSource rep will be available for ResNet for questions and problem resolution

8. Echo360 Conference (Tina Meagher)

- a. Free reception at Moerlein House next to Reds stadium – will have a shuttle from campus
- b. Starts tomorrow, can still sign up.
- c. In Alumni Center all day
- d. Conference is free

9. Accessibility Project Update (Chris Edwards)

- a. Chris is leading project but Linda Sabatelli is project manager
- b. Phase 1 Project teams:
 - i. Audit
 - ii. Training/awareness
 - iii. Purchasing and procurement – making sure we have controls in place to ensure all new buying is compliant products
 - iv. CQ upgrade - is in progress to upgrade to Adobe Experience Manager
 - 1. Configuration of Adobe is next
 - v. Captioning project – developing policy and procedures
 - vi. Communication project team
- c. Web content migration – only 5% of content on web is in CQ now
 - i. Will need to decommission some sites and remediate others
- d. Phase 2: will come later to integrate data

10. Road Trip to Blackboard Somerset (Chris Edwards)

- a. Going on Sept 9 to see facility and meet the staff
- b. This year plans are for eLearning/Canopy support 24/7 as tier 1.52

- c. Service launched 8/1 – still refining support between UCIT and Bb helpdesks
- d. Bb has our KB as one of their tools
- e. Emanuel’s team meets with Bb support team weekly
- f. Provide usage feedback to Chris or other eLearning team members
- g. There is one team for faculty and a separate one for students

11. eLearning Strategic Plan Update (Chris Edwards)

- a. Some challenges with design and transition - data is complete.
- b. Expect full report in September meeting

12. Online Learner Success Task Force Update

- a. Leading pilot for online programs.
- b. Is a readiness assessment for students taking online courses
- c. The plan is to follow up with students who have gaps in skills to help them be more successful with online courses.
- d. Contact Mel Clark for questions.
- e. Also working on a guide for new programs for online learning

13. Shared Calendar (Pam Rankey)

- a. Possible common calendar in Outlook for CEeL?
- b. Need to add CEeL team activities to calendar for colleges
- c. CEeL team will work on it and report back in September

14. Subcommittee and Project Updates (see attached forms)

- a. LMS subcommittee in process of appointing new co-chair via voting process
- b. Voting for August maintenance window for Bb integrations and changes on the books – already have a significant amount of changes for 8/11
- c. Kaltura change is coming Monday (8/8)
- d. Most application changes will be done on Mondays to allow time for troubleshooting in case of problems
- e. ITCAC co-chairs have drafted bylaws for IT@UC Governance to be shared at IT Council on August 24.
- f. Echo360 has fully migrated to ALP. Communication and KB articles have been issued. Training opportunities are available via CET&L.
 - i. Will work with CET&L will host training sessions throughout the academic year
- g. WebEx connector pricing is being finalized – Connector allows recorded meetings to auto migrate to Kaltura. Hope to have pricing in place by start of fall semester.
- h. Working groups forming out of DVM focusing on
 - i. Streaming
 - ii. audio & video devices
 - iii. WebEx approach and peripherals
 - iv. KMS and KAF
- i. Backpack project – Mike and Ben are co-chairs, looking for cohort 2.5.
 - i. Cohort 3 is pending funding
- j. Online Testing Update – Working with Paul Doughman for live proctoring services. Plan to hold bakeoff later in fall semester.
 - i. Renewed Respondus and Lock-Down-Browser with unlimited usage license for next year but still trying to determine college needs.

- ii. Pharmacy and Nursing are piloting Exam Soft and Eximity for online testing.
- iii. Need to develop best practices around online testing.