

eLearning Committee Meeting Minutes

Date: Wednesday, August 2, 2017
Time: 8:30 AM – 10:30 AM
Location: University Hall, Room 454

[Current Membership Roster](#)

Present: JP Leong, Pat Reid, BJ Zirger, Greg Lloyd, Patty Goedl, Julie Breen, Jason Day, Mike Mitchum, Paul Foster, Joni Torsella, Warren Huff, Pam Rankey, Mel Clark, Cynthia Ris, Heidi Pettyjohn, Dave Rathbun, Chrissy Harris, Kent Meloy, Dave Rathbun, Joni Torsella, Emanuel Lewis

Apologies: Leslie Schick, Bryan Smith, Dawn Clineman, Vernon Jackson, Ruth Benander, Eugene Rutz, Steve McKinney, Christine Street, Don Hodges, Bill Nicholson, Matt Rota, Sarah Schroeder, Jason Day, Adam Chekour, Cecily Goode, Jeremy Martin, Tina Meagher, Mike Suit

1. Review and approve minutes (attached) (Paul Foster)

Warren Huff motioned the committee to accept the minutes; Dave Rathbun 2nd the motion. The motion was unanimously approved.

2. Review Action Items from July Meeting

- i. CEEL will create additional KB articles and one-pagers for Kultura and Captioning and have them ready for fall semester (Mike Mitchum & Dave Rathbun). KB articles in process, Examity articles published on KB, Dave completed captioning articles; waiting for James Saunders to publish. Will create one-pagers before classes start.*
- ii. CEEL will communicate campus-wide Respondus LDB sunset at end of summer semester (Paul Foster Mike Mitchum) Have a draft ready to go. Pam suggests to include clarification about ending LDB and monitor in favor of Examity.*
- iii. CEEL will work with the Accessibility Network to include a disclaimer in all captioning announcements to alert faculty about the costs of captioning. (Heidi Pettyjohn & Mike Mitchum). Mike is working with Heidi to draft the message. She read their draft in the meeting and asked for feedback. Clarification on approval once an accommodation request has been submitted: 48 hours*

eLearning Committee

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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:

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

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

after college approval (depends on college video manager and approver)

3. Bb Update and December Upgrade (Paul Foster & Greg Lloyd)

- Grade submission patch has been applied. Change is pulling grade center from cache and should load more quickly. Will know for sure if the patch fixed the problem in December
- As of now spring courses are scheduled to be created Sept 19th
- Sep 11th – Spring 2018 College templates due.
- Bb Upgrade to version Q2-2017 coming in December, which will allow UC to run Ally.
- Upgrade will occur after grade submission but CoM will still be in session. Target date is Dec 13 – 15.
- Chrissy Harris and Terry Kunky are the project managers for the upgrade.
- More information about the upgrade to come after start of fall semester. The upgrade team will be asking Bb community to provide input. The Executive Committee chair is Nelson Vincent.
- Fall classes available for faculty, shells and templates a month into current term. Announcement will be made later when they are available in December for spring semester.
- Will need to coordinate Bb upgrade in December with a full data center shutdown (duration 8 – 12 hours) during Winter Season Days.
- Initial estimate for Bb upgrade is 12 – 14 hours.
- Expect updates at every meeting.
- The Q2-2017 release is mostly bug fixes and maintenance rather than new features

4. Motion for a vote to approve the Examity Contract/Proctored Testing (Issue-Action Form attached - Mike Mitchum)

- i. \$3500 per month using DL fees for automatic authentication for low-stakes tests. Does not include charges for other levels of authentication.
- ii. Intended for use by all colleges.
- iii. Contract is in Office of General Council now.
- iv. Auto-proctoring has options for payment, including students pay option via credit card– see Paul for clarification. Paul suggests if colleges choose student pay option to include it in the syllabus. Students need to know about the requirements for online proctoring at the start of the class to avoid surprising them with it at test time. **Pat Reid will develop a blanket statement that faculty can use to notify students.**
- v. Verifying student ID for online testing is required for accreditation.
- vi. Paul motioned the committee to vote to cover unlimited usage for all colleges for:
 1. \$42k annually, prorated at \$3500 per month, using DL fees (still needs to be approved by Kathy Qualls)
 2. Automatic authentication which includes: show student ID, asks personal questions to verify ID, and session is recorded.
- vii. Examity will come to campus and offer training in fall semester and they will have recorded webinars available.

5. eLearning Support Summit Update – August 11 9: 00 am – 11:00 in CET&L (Emanuel Lewis & Dave Rathbun)

- i. Will hold a breakfast meeting to include handouts.
- ii. Many changes since last fall, will be noted.
- iii. Working to re-establish college liaison program again and develop those relationships before start of fall semester. Hope to have at least one attendee from each college.

- iv. College liaison is a member from CEeL staff who is assigned to a specific college for resolving issues/problems that may require an expedited resolution path.
- v. CEeL should note the appropriate liaison for specific issues on their webpage.
- vi. RSVP list has been sent.
- vii. T-shirts will be distributed at the meeting.
- viii. Prior to this meeting CEeL is meeting with Bb team in Somerset to brief them on requirements to ensure a successful fall semester.

6. Fall Semester Preparedness (All - open dialog to see whether there's anything the colleges need for a successful fall semester)

- i. Pat Reid is working with UCIT-PIO on the Back to School Success Kit and it should be ready by the end of next week (8/14/2017).
- ii. Pam requests that all changes be posted on the IT Managers listserv with an explicit subject line. Three examples to post are:
 - Change for submitting tickets in TD instead of in email
 - Change from secure wireless to UC Secure (Cynthia suggests a pop-up article with the steps for changing it)
 - Wepa printing stations instead of UniPrint
- iii. Channels for messages are: IT Managers listserv, faculty listserv, Canopy list, and ID/P listserv
- iv. Joni reported a problem submitting a ticket yesterday; she received a ticket number but is not sure the ticket was submitted. She will send the number to Paul and he will follow up on it
- v. Need info to go out about common read for first-year students that platform will be VitalSource.

7. Footprints to TeamDynamix Migration Update (Emanuel Lewis) (are these still open?)

- I. Open Action Items
 - Create a link while in open tickets to navigate back to home
 - Need to update support hours on portal
 - Need a notice in faculty announcements module in Bb to let faculty know about migration to TD and ticket submissions changes

8. Cincinnati Online/Distance Learning Web Sites (Melody Clark & Paul Foster)

- i. Cincinnati Online is a new initiative at the institutional level to focus on expanding eLearning at UC. One goal of the program is to end external contracts with vendors who support eLearning/online programs and bring those functions back in house. A new AVP position responsible for leading the effort has been created.

9. BbWorld Update (Paul Foster et al)

- i. 6 staff from UC attended and they delivered 5 presentations
- ii. Bb commented on the breadth of topics covered by UC
- iii. Dave recommends previewing the new Bb Ultra site, which may be ready by fall of 2018

10. Subcommittee Updates

I. Accessibility Network (Heidi Pettyjohn)

- a. Policy Update – The UC policy has been sent to the Office of Civil Rights (OCR); expect a response in mid to late September. Once approved, the Accessibility Network will work with executive sponsors for developing a plan to present the policy to all of UC. Though they welcome feedback regarding the policy, no substantial changes will be made after OCR acceptance.

- b. The Accessibility Network website will be refreshed soon with ideas for early adopter faculty with tips and tricks for creating accessible documents for students.
 - c. Videos present a special challenge to ensure they are captioned and accessible for equal access for all students.
 - d. Requesting Accommodations
 - i. Accessibility Resources (formerly the Disability Services Office) plays a vital role in ensuring that student accommodations are met.
 - ii. Online resources are available.
 - iii. Process for requesting accommodations are:
 - 1. Student meets with Accessibility Resources staff and provides documentation for needed accommodations
 - 2. Professor is notified; can come from student or Accessibility Resources
 - 3. Students are encouraged to request early, but it is not required. Students can request accommodation at registration or at any point during the course and UC is obligated by law to provide it.
 - iv. Contact [Accessibility Resources](#) or [Heidi](#) to request a college visit for clarification on accessibility resources or for more information.
- II. ID/P Subcommittee Update (Pat Reid)
- a. Had a very good meeting last week. Gigi Escoe and Jason Day attended and discussed the textbook affordability and textbook ordering process. Pat thinks everyone learned something new. Gigi had very high praise for Jason and the work he has done on this.
- III. LMS Task Force Update (Paul Foster & Greg Lloyd)
- a. Drafted a Canvas pilot one-pager for Executive Committee (Nelson and two Senior Vice Presidents) to be reviewed and are awaiting approval.
- IV. LMS Subcommittee Update (see attached report – Greg Lloyd)
- V. Video Strategy Subcommittee Update (JP Leong)
- a. Video Strategy Task Force formed from stakeholders across the University. Nearly thirty faculty and staff participating in developing this strategy to provide evidence-based focus and clarity to how UC approaches educational video and like material.
 - b. First meeting was May 28th. Goals and meeting rules were established. An open discussion was held to set priorities and developed into (currently) five pillars that underlie the strategy.
 - c. Three additional meetings held, thus far, refining and clarifying the pillars with just a few more meetings before this Task Force can report back to eLearning Committee.
 - d. Pillars broadly cover ways to empower faculty and staff with using and creating quality educational video including enterprise tools, guidelines for specialized tools, knowledge-base & physical supports, communication facilitation, etc...

11. Adjournment

- i. The committee adjourned 10:01 AM.

ELEARNING COMMITTEE ISSUE/ACTION FORM

AGENDA ITEM: EXAMITY AUTO AUTHENTICATION APPROVAL INITIATOR: PAUL FOSTER _____

Check Here if Action Item X

Check Here if Discussion Item _____

Date of Meeting: _____ 08/02/2017 _____

Estimated Time Needed @ Meeting _10 min_____

I. ISSUE/QUESTION/PROBLEM:

This issue/action form is in regard to the Examity contract and the cost for automatic authentication.

II. BACKGROUND DATA:

Covering automatic authentication through the DL fee would cost \$3500/month and will allow all colleges and all students unlimited use of this authentication method. This topic has been discussed at previous meetings. Below is a schedule of costs for the various levels of authentication.

FairExam® Level	“Pay as you go” First hour price	“Pay as you go” Additional hour price	Unlimited Use Pricing
Level AA: Auto-Authentication	\$4.00	N/A	\$3,500/month*
Level LA: Live-Authentication	\$5.00	N/A	N/A
Level 1: Auto-Proctoring	\$7.00	\$4.00/hour	N/A
Level 2: Record and Review Proctoring	\$9.50	\$4.50/hour	N/A
Level 3: Live Proctoring	\$12.00 (\$11.75)	\$5.00/hour	N/A

III. ACTION OPTIONS AVAILABLE:

Option A.

Option B.

Option C.

IV. RECOMMENDED OPTION WITH RATIONALE AND IMPLICATIONS:

V. DISPOSITION (WHO DOES WHAT, WHEN) INCLUDING TIME FRAME:



LMS Subcommittee Monthly Update for eLearning Topical Committee

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Ahmed Elgafy
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GSGA – TBD
Paul Foster (IT@UC Advisor)
Jane Haniefy (PMO Advisor)
Lisa Capan (Bb Advisor)

August 2017 Subcommittee Summary:

The monthly scheduled maintenance window for Blackboard in July was completed successfully. During this maintenance window the Blackboard Mobile building block was upgraded to allow for support of Blackboard's new Bb Instructor app. APA Style Central was also added as an LTI integration per the request of UC Libraries to help support teaching APA standards. The Partner cloud building block was also upgraded to patch security flaws that had been found in the grade pass-back process. There was also an out-of-band maintenance window that took place on the 20th to resolve the large grade center sync issue with Catalyst/SAIP.

The committee is in the process of reviewing the update entity processing schedule for FY18. This includes when monthly maintenance windows are held and when courses/enrollments are created for each term in FY18. This will be voted on in August. We are also looking to align the student enrollment disable task with the date in which students can challenge a course grade. We are also investigating when Catalyst courses for fall are ordered and when instructors are assigned to them. This will help us determine if we can create fall courses earlier into spring semester so instructors have a larger window to build their fall course.

Due to members rolling off of the committee due to term expiration, we asked the associate deans of the colleges we do not have members from to send us a list of potential volunteers. We have since reached out to these members and invited them to join our subcommittee and to represent their college. We have now gained faculty representation from UCBA, Law, CCM, CEAS, CoP, UC Libraries, CECH, & CoN.

We presently have an open integration request. The Baseline Rubrics integration is pending OIS review and knowledge base article approval.

The committee was also brought up to speed on the potential Dec 2017 Blackboard upgrade to version Q2 2017. The group was also informed of the 2016 theme and how it could impact the University.