eLearning Committee

Meeting Minutes

Date: Thursday, January 4, 2018
Time: 10:00 AM – 11:30 AM
Location: Langsam Library, Room 480C (CET&L)

Current Membership Roster

Present: Tina Meagher, Paul Foster, Cynthia Ris, Melody Clark, Natalia Darling, BJ Zirger, Adam Chekour, Brenda Frankenhoff, Mike Mitchum, Pam Rankey, Greg Lloyd, Pat Reid, Patty Goedl, Julie Breen, Taylor Gary, Betty Anne Gottlieb

Guests: Marie Knecht, Jackie Mulay, Bruce Burton, Josh Heinrich

Apologies: Warren Huff, Eugene Rutz,

1. Review and approve previous monthly meeting minutes (attached)(Paul Foster)
   a. Mike Mitchum moved to approve the minutes with the two corrections noted. Cynthia Ris seconded the motion. The minutes were unanimously approved with the two corrections.
   b. Two Changes: Clarification that the CDW-G project is being championed out of IT Managers, not by Paul Foster and a spelling error in section 12.

2. eLearning Committee Co-Chair (Paul Foster & Adam Chekour)
   a. Adam Chekour accepted the role of Co-chair of the eLearning Committee.

3. Capital Project Update (Bruce Burton)
   a. The Board of Trustees have approved the $23 million infrastructure upgrade. This will be a 24 month (tentative) project. This will impact the entire UC campus. All new edge switches will be installed, phones will be upgraded to VOIP (PBX is 20+ years old), and all wireless routers will be replaced. That
translates to 12,000 network switches, 8,000 phones and 4,800 wireless access points, all from Cisco. UPS (Uninterrupted Power Supplies) will be installed in all closets. The network switches need to be replaced before the VOIP phones can be installed. There is plan to start on phones in late spring staggered with switch updates. The first building upgraded will kick-off in February at HPB/Kowalewski, then the CCM node will be next.

i. Note: Approximately 4800 wireless access points will be updated to support 802.C for higher bandwidth and throughput.

b. Official announcements will start in late January. The schedule and notices will be sent out three weeks in advance of the upgrade to specific locations to inform building managers and faculty of the upgrades. Upgrades will start at 4AM and finish by 8AM to minimize impact to classes and business.

i. There was discussion that upgrades should be cut off by 7:45AM to avoid impacting classes that start at 8AM. Bruce Burton ensured the committee members that if there is concern, it will be addressed with an earlier start time of 3AM or a strict cut off time of 7:45AM. He and his team want the upgrade to be as smooth as possible.

c. Upgrade of network switches will be completed in December 2018. Other upgrades will run in parallel but will be staggered. Phones are being converted to VOIP and receive power from network switches. Wireless and phone upgrades expect to be complete within two years. The team is working with P+D+C to upgrade all network closets as well for HVAC and electrical upgrades to accommodate new UPS.

d. UCCC will have their phone system upgraded as part of this project but UCBA will not. UC Reading and Victory Parkway will have full upgrades.

e. Paul thanked Bruce for working with the academic community to avoid interruptions.

4. Cincinnati Online (Michelle Ralston)
   a. Was ill and unable to attend, no update.

5. Blackboard Upgrade Update (Greg Lloyd)
   a. Successful upgrade to version Q2-2017. There were a few issues with building blocks that didn’t work correctly but they have been resolved. UC is using the new Blackboard database as well. During the Data Center shutdown, they were able to migrate to the newer servers. Ally, the accessibility tool, was enabled for 65 courses. Megan Wuebker will support a pilot spring semester.
   b. EesySoft was also enabled, which allows anyone to put in a support ticket from within Blackboard. It also includes information from the submitter for the support person to avoid the initial back and forth for the support person to obtain user information. It also has built in KB articles. CEeL will update it with UCIT KB information. EesySoft allows admin pop-up messages within Blackboard, but this function will be cautiously used.
   c. Most noticeable change is the new Blackboard design look and feel. Considerable feedback was given which allowed changes to be made right after the upgrade. There are a couple more changes to be made: dragging and
dropping content items doesn’t always work correctly and a problem with the course menu. Pam Rankey mentioned that clearing the cache or changing browsers fixes the drag and drop issue. The responsive design is more user friendly from all devices. The size of grade center and calendar are still too small and Bb is working on them.

d. CxEL worked closely with Accessibility Services to ensure the system upgrades were accessible.

e. CxEL is updating KB articles to reflect changes. New articles and video for the changes to New Box View are available as well. They will continue to update the KB articles.

f. BJ Zirger suggests UCIT send notification to faculty to let them know about the top 4 or 5 changes that have occurred within Blackboard. She suggests a limited time pop-up message and a link to a comprehensive list. The PIO will also be sending out a Back-to-School article regarding the changes. Jackie Mulay will add screen shots to the article and send it with links to the KB article at https://kb.uc.edu/KBArticles/Blackboard-Upgrade.aspx

i. Cynthia Ris also suggests to tell faculty to report problems. Jackie will put this in the faculty notes memo.

g. Please report problems and send any changes to the UCIT Service Desk.

h. Paul thanked the whole team for the successful upgrade!

6. Proctor Testing (Dave Rathbun)

   a. Paul has a handout for the cost of Examity that will be sent to the committee after the meeting.

   b. Examity is planning to come to campus for a train-the-trainer session later this semester.

   c. In case of technical issue with the free version, what should students and faculty do? Dave Rathbun will create a condensed one-pager with automatic authentication and syllabi information.

7. Blackboard A4L Update (Brenda Frankenhoff)

   a. Brenda met with Blackboard project manager to discuss how to move forward on A4L. They now have a standard report to pull info out for individual students or for groups of students.

   b. Still waiting on technical info for firewall issues for data needed from Catalyst.

   c. Hope to have project plan together in the next couple of weeks.

   d. Students receiving federal financial aid require proof of active participation. Paul and Brenda will create a KB article to answer questions about grades, including UW, and impact of federal financial aid.

8. Blackboard Course Names (Greg Lloyd)

   a. Goal is to change the course term codes and sections from Catalyst. See attached issue-action form for specifics.

   b. The committee requested to have an indicator added for DL courses in Catalyst (used to be the globe symbol). Paul will take the indicator request to the Catalyst team.
c. Can the default term in Catalyst faculty search be changed to spring 2018 or the upcoming term? Paul will take the default term discussion to the January ITCAC meeting.

d. Greg moved to accept option A. BJ Zirger seconded the motion. The motion passed unanimously.

9. PRS Task Force Update (Mike Mitchum)
i. Mike Mitchum thanked the committee members for distributing the survey. Over 200 responses from the survey have been received. Mike will provide analysis of the survey data at the February eLearning Committee meeting.

10. Subcommittee Updates
a. ID/P Subcommittee Update (Pat Reid)
   i. Asked for input for all KB articles under review
   ii. The list of workshops being offered has been distributed to the committee.

b. LMS Task Force Update (Paul Foster & Greg Lloyd)
   i. Budget request is being submitted for Canvas pilot; no date has been sent
   ii. Article in News Record saying UC is moving to Always UC in place of Bb was incorrect. Paul will be reaching out to the student body representatives to clarify.

b. LMS Subcommittee Update (see attached report – Greg Lloyd)
   i. FERPA – Paul shared the following link with the committee: [https://www.uc.edu/registrar/FERPA_and_records_privacy.html](https://www.uc.edu/registrar/FERPA_and_records_privacy.html)
   The FERPA issue was brought to the LMS subcommittee regarding concerns that anyone having access to a course may not be being trained on FERPA rules before being given access to Bb. Grad students and adjuncts will need to be included in training. All new faculty and staff to UC are required to take FERPA training. CoB requires anyone teaching that has been at UC for more than two years to take the training as well. It is online training.
   
   ii. Cynthia Ris moved to refer the FERPA training issue to Faculty Senate, possibly Faculty Senate IT and make a recommendation to include the Registrar, Doug Burgess; Tanya Ladd and Courtney Johnson from HR; Lorre Ratley, General Council; and relevant staff from IT in the discussion. Natalia Darling seconded the motion. The motion was approved. Paul will discuss this issue at the next ITCAC meeting as well.

iii. Course Retention – This issue was introduced but tabled due to time constraints. It will be discussed and voted upon in the February eLearning Committee meeting. Cynthia asked the committee to review the documentation attached to the issue-action form before the next meeting.

iv. Cynthia Ris is stepping down as LMS co-chair as soon as a replacement is found because she is the Faculty Senate Chair elect. Greg and Paul thanked Cynthia for all of her contributions. eLearning Committee
members should send nominations to replace her to Paul or Greg. Ideally nominations should be members of Faculty Senate.

d. Video & Digital Media Subcommittee Update (Tina Meagher)
   i. The Video Strategy Task Force did not present their recommendations to IT Council since they did not meet in December. They will present it to IT Council in the January meeting.

11. Adjourned @ 10:40AM