Meeting Minutes

Date: Tuesday, June 5th, 2018
Time: 8:30 AM – 10:00 AM
Location: University Hall, Room 420B (UCIT Collaboration Room)

Attendees: Josh Heinrich, JP Leong, Tina Meagher, Mike Mitchum, Adam Chekour, Melody Clark, Pam Rankey, Christine Ouma, Taylor Gary, Vernon Jackson, Marie Knecht, Julie Breen, Betty Anne Gottlieb, Eugene Rutz, Natalia Darling, Megan Wuebker

Apologies: Bryan Smith, Paul Foster, Brenda Frankenhoff, Pat Reid

1. Review and Approve Minutes (attached)
   a. Tina Meagher moved to approve the minutes. JP Leong seconded the motion. The minutes were unanimously approved.

2. Announcements
   a. Paul Foster welcomed Christine Ouma to the eLearning Committee.

3. Capital Infrastructure Project Update (Bruce Burton)
   a. First phase is going well – the dorms have been finished; ERC node will begin on June 11th; once finished, the 60 West node will be next (central part of campus).
   b. Expecting to start phase two, the wireless upgrade, towards the end of June and will last approximately one year. Meeting with the vendor to plan the implementation. Planning to follow the phase one approach of starting with Kowalewski Hall. New wireless access points will allow faster connection.
   c. Phase three, the phone system, should begin in July and expecting to last approximately one year. Cincinnati Bell will install desktop phone and offer training. Plan to setup on-location training site similar to ResNet.
   d. Maintenance Schedule Website:
   a. Video & Digital Media Subcommittee Update was made aware that the original update to Kaltura did not go through when Blackboard was updated. The Kaltura update will couple with the Blackboard upgrade on July 4th. It was voted on and passed by the LMS subcommittee and the VDMS to bump this update into the next Blackboard upgrade.
   b. The update is minor, but will vastly improve the way users interact with the application. Much cleaner and easier on the eye. Wanted to get this update completed so faculty members will be creating content in the new version for their fall courses.
   c. Tina moved to apply the Kaltura updates. The motion was unanimously approved.

5. **Blackboard Upgrade (Mike Mitchum & Taylor Gary)**
   a. The first upgrade attempt failed. UC is meeting with Blackboard admins to resolve the problem and create a new plan. Blackboard admins have cloned the full production environment and were able to find the problem. The next upgrade attempt is tentatively scheduled for July 4th. This upgrade is just a bug fix, no changes to the functionality.
   b. Faculty expressed concern about upgrading in the middle of summer semester. If it looks like the upgrade will fail early in the process, they admins will abort the upgrade to avoid an extended outage.
   c. Before fall semester, the plan is to have another upgrade to Q2 2018. This upgrade will address the style issue.

6. **Ally Pilot Update (Megan Wuebker)**
   a. Ally pilot has ended and UC is still negotiating with Blackboard. Currently in a holding pattern.

7. **Great Gateways (Mike Mitchum)**
   a. PRS Task Force Implementation Plan (Mike Mitchum)
      i. Scheduling a pre-planning session with TurningPoint this month prior to implementation. Need to inventory classroom equipment and determine what needs to be updated. The vendor can update software remotely.
      ii. Faculty and support staff training will happen over the summer through webinars and on-demand recordings. Asking college contacts to attend the training sessions offered.
      iii. A focus group will be formed to analyze the pilot and create a final report before final implementation.
      iv. Task force is working with Purchasing to investigate funding options.
   b. Contact Mike Mitchum for questions or to include additional faculty to the pilot.

8. **Canopy Portal Task Force Update (Mike Mitchum)**
   a. The task force kicked off last week to work on replacing the Canopy landing page with a truer portal using the product ModoLabs. Mike Mitchum and Jermaine Fields are the co-chairs.
b. Phase 1 is to load the current page into the new ModoLabs framework by the start of fall semester with a new look and feel. Looking to change some functionality to improve the end user experience. In phase 2, the plan is to use the framework to customize the login for student, faculty, and staff and include dynamic content.

c. Still undecided whether the Blackboard will be removed from the Canopy login on the backend, but the user experience will not change.

d. Marie Knecht is working on a communication plan to distribute to the community as the project progresses. The plan will include eCurrents articles, Back to School notices, and blog posts.

e. User feedback showed requests for single sign-on and direct links to services rather than to KB articles.

f. eLearning staff is working on a plan to offer Canopy tools training to students.

9. Rescheduling July Meeting

a. Paul Foster has decided to cancel the July meeting due to scheduling conflicts and July 4th holiday. Notices will be sent to the committee if there are any important updates before the August meeting.

10. Subcommittees Updates

a. ID/P Subcommittee Update (Pat Reid)
   i. The next meeting is scheduled for 6/22. There is a focus group working on updating Blackboard documentation. The streamline templates have been adopted by colleges that don’t have dedicated ID/P staff. Hoping to adopt a more uniform template campus wide by spring semester.

b. LMS Task Force Update (Paul Foster)
   i. No Update

c. LMS Subcommittee Update (Julie Breen & Taylor Gary)
   i. The committee has approved three Blackboard integration requests – Kaltura quizzing updates; Paradigm; Elsevier – specific to College of Nursing
   ii. eAccessibility Update – Cannot tell who has completed the course. Due dates for completing the straining is September. Expect a big push in August

d. Video & Digital Media Subcommittee Update (JP Leong & Ben Hutchinson)
   i. See Kaltura Action Framework agenda item.

11. Other Updates

a. Proctored Testing
   i. UC is working with Examity to roll out service by fall semester. Planning to renew 1 year partnership with Examity with Distance Learning subsidized fees. UC and Examity are working to fix the existing problems with Examity at the lower level usage.
   ii. UC has also engaged with ProctorU to try to address problems. Their new product is browser based (needs no installation). ProctorU offers a live help option regardless of level of service. UC is considering piloting.
   iii. Dave Rathbun will send the committee ProctorU information and will facilitate discussion in later meeting to consider piloting it in fall semester. Contact Dave Rathbun with questions and concerns.

12. Adjournment @ 9:42 AM