eLearning Committee
Meeting Minutes

Date: Tuesday, August, 7 2018
Time: 8:30 AM – 10:00 AM
Location: University Hall Room 420B (UCIT Collaboration Room)

Present: Pam Rankey, Brenda Frankenhoff, BJ Zirger, Josh Heinrich, JP Leong, Kent Meloy, Taylor Gary, Vernon Jackson, Dawn Clineman, Carolyn Stoll, Natalia Darling, Mike Mitchum, Tina Meagher, Marie Knecht, Paul Foster, Melody Clark, Bryan Smith

Guests: Brian Verkamp, Jermaine Fields

Apologies: Eugene Rutz, Matt Rota, Julie Breen, Dave Rathbun, Pat Reid, Sarah Schroeder, Patty Goedl, Adam Chekour, Christine Street, Cecily Goode, Mike Suit, Betty Anne Gottlieb, Christine Ouma

1. Review and Approve Minutes (attached)
   i. Mike Mitchum moved to approve the minutes; Natalia Darling seconded the motion. The minutes were unanimously approved.

2. New members/roles (Paul Foster)
   i. Dawn Clineman, Online Instruction for Online Cincinnati.
   ii. Carolyn Stoll, Interim Assoc Dir for Online Learning

3. Capital Infrastructure Project Update (Brian Verkamp)
   i. Wired portion, ERC node is complete, next is Sander/West Charlton node. Next is to work with Cisco to better secure the network, using ICE, DNA, and Stealthwatch. With new technology can quarantine infected devices and allow them to stay on the network.
   ii. Wireless replaced in Kowaleski. Next is CCM. Users should experience no interruption in service.
   iii. Phone replacement tentatively scheduled to start in October 2018. New phone system is installed.

4. Office365 Update
   i. Charter has been drafted, MS contract is in process. Complete client audit by October 2018 to determine standard

The work of the eLearning Committee will be supported by the following subcommittees:

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

Meeting Schedule:
Committee meets the first Tuesday of the month.
requirements, likely to be Windows 10 and Office 2016. Users will need an upgrade if their

devices don’t meet this standard.

ii. Task forces are being formed to compare OneDrive to Box and MS Teams to WebEx. Hope to
have evaluations done in November, with all accounts migrated by December 2016.

iii. Partnering with Success Factors to offer campus-wide training for Office365.

iv. Once Office365 is in place, it can be the foundation of a UC intranet. Michelle Ralston and John
Adams are leading an initiative to develop the intranet, which may also offer a portal.

5. Back To School Communications (Marie Knecht)
   i. *Let’s Connect* is the name of the Back to School campaign with a focus on accessibility and
Canopy Create Space (held on Fridays in Library). There will be mobile support days for students
starting the week after residence halls move in. Will include security.

   ii. Landing page will be live about a week before school starts and will send emails to faculty and
students directing them to the landing page. Marie will send the new URL to the committee
when it is ready.

   iii. The images with links will be shared with governance groups and sent to the UCIT community.

6. Canopy Portal Task Force Update (Mike Mitchum & Jermaine Fields)
   i. The portal launch Canopy.uc.edu (along with the Ally launch) has been put on hold until after
the HLC visit by request of the Office of the Provost. Expect launch to take place during Winter
Season Days.

   ii. Received lots of feedback from the community that has been incorporated into the new design.
Portal will be more user friendly and helpful. Most icons will link to actual service instead of KB
article and will be mobile friendly.

   iii. PIO is working on the messaging to the community.

   iv. Hope to have single sign-on to Bb by Winter Season Days. URL will likely change but will still be
able to login directly from the portal. The goal is have a stable URL that doesn’t mention the
LMS system by name.

   v. Icons on the new portal were chosen based on the most accessed links.

   vi. Send feedback to jane.haniefy@uc.edu

7. Ally Pilot Update (Megan Wuebker)
   i. Ally is the accessibility tool from Bb that was successfully piloted over spring semester. It has
been licensed for all campus but will not be launched until spring semester 2019. Faculty who
participated in the pilot can use it before the launch.

   ii. Faculty training will be critical so that they understand the icon meetings and their responsibility
for course material accessibility.

8. HLC September 2018 Visit (Paul Foster)
   i. Visit is on 9/25 – 9/25. eLearning sections will be chapter 3 and 4. If you are asked to participate
in an open session with HLC, please answer questions openly and honestly but refrain from
airing complaints about what is not working.

9. Canvas Pilot (Paul Foster)
   i. Working through the RFP process now to have a pilot with 30 faculty participating spring 2019.

   ii. Training will start in October 2019. If a recommendation to switch to Canvas, expect migration
to take 2 years. LMS task force will reconvene. Jamie Byrne, Dawn Clineman, Paul Foster, and
Matt Rota will be co-chairs.
iii. Need a mix of faculty to participate from large and small colleges and classes. Other criteria will be developed to select faculty/classes for the pilot.

iv. Expect additional communication in five to six weeks.

10. Blackboard Upgrade (Paul Foster)
   i. Upgrade with security patch was applied July 4.
   ii. There was data loss with the recent Bb outage.
   iii. VDMS Feedback on recent Outage (see attached issue-action form)
       • Need to develop a call tree system
       • Faster messaging to non-IT faculty, staff, and students, especially for students.
       • Post-messaging (see 3 recommendations in issue-action form)
   iv. Considering having an opt-in messaging system. Will have an updated communication plan to present in September meeting.

11. Great Gateways (Mike Mitchum)
   i. PRS Task Force Implementation Plan (Mike Mitchum)
       • There have been a few training sessions. Have info ready to push out to faculty members.
       • Not a whole lot of change, most functionality change is on the back end. Most updates will be transparent for faculty. There is no change from the student standpoint.
       • The task force has been investigating creative ways to alleviate the cost from students.

12. Subcommittee updates
   I. ID/P Subcommittee Update (Pat Reid)
   II. LMS Subcommittee Update (Julie Breen & Taylor Gary)
       a. No update
   III. Video & Digital Media Subcommittee Update (JP Leong & Ben Hutchison)
       a. In Kaltura users can now chop and splice in my media. Kaltura released an update called Kaltura Personal Space (this will replace capture space) and it will be here in the spring.
       b. Webex is pushing a new look and feel August 11th. This has already been released for students. Working on putting the new information into the kb articles.

13. Adjournment @ 10:00am