Minutes - eLearning Council Meeting

Thursday, November 19, 2020 | 1:30 PM-3:00 PM

Via Zoom

Attendees: Justin Louder, Kathy Austin, Melanie Hart, Celia Merrill, David Doerfert, Jody Roginson, John R. Thomas, Karissa Greathouse, Larry Phillippe, Leslie DeBusk, Sandra Huston, Stephanie Shine, Teresa Diaz, Suzanne Tapp, Jameshia Granberry, Jongpil Cheon, Liz Beaty, Marcus Tanner, MaryAlice Torres-MacDonald

I. ***Call to Order:*** Meeting was called to order at 1:31 p.m. by Dr. Justin Louder
II. ***Approval of Minutes from Previous Meeting*:** Dr. Kathy Austin made a motion to approve and Dr. David Doerfert seconded. Minutes from the previous eLearning Council Meeting, held on 10/15/20, were approved.
III. ***New Distance Program Approvals and Changes***
   a. ***Biobehavioral Health and Wellness:*** Dr. Mitzi Lauderdale spoke on the Biobehavioral Health and Wellness program proposal. Dr. Doerfert made a motion to approve and Ms. Suzanne Tapp seconded. The proposal will be voted on in the next Academic Council Meeting.
   b. ***Interdisciplinary Studies:*** Dr. Doerfert spoke on the Interdisciplinary program. Ms. MaryAlice Torres-MacDonald made a motion to approve and Ms. Jody Roginson seconded. The proposal will be voted on in the next Graduate Council Meeting.
   c. ***Master's in Educational Psychology: School Psychology:*** Mr. Brook Roberts spoke on the Master's in Educational Psychology: School Psychology. A second proposal was submitted through Curriculog. This item on the agenda was tabled and will be discussed at the next eLearning Council Meeting.
IV. ***Blackboard Updates:*** Dr. Austin, Mr. John R. Thomas, and Dr. Louder spoke on the Blackboard Updates. IT has been in discussion with Blackboard to make sure our environment is sized correctly. Based on their analysis of what our current usage is, the university should not experience any issues. IT provided a worst-case scenario regarding performance issues during finals. Blackboard representatives will conduct further analysis, but the university should not anticipate any performance issues during finals. The Council should have received notification for live shells becoming available for the Spring semester. Faculty should not have any issues going in and building their course content. The course shells will not be impacted when the university transfers to a SAS environment. Any database content that is uploaded by December 27th will be transferred to the SAS environment. If all goes as expected, the university should not see a difference in the environment view. IT is conducting testing right now on the test system to make sure we address any issues that may come up when the transition takes place in December. There will be more notification as the transition date gets closer. IT believes that the university is prepared to move fully online for final exams. There have been questions regarding the stability of Proctorio and giving exams. Dr. Louder, Dr. Austin, and Mr. Thomas have been in regular communication regarding this issue and there is no concern for the stability of the

Proctorio system for final exams. The Council, Associate Deans, and Chairs will receive an email from eLearning addressing some best practices for online final exams. The exams can be timed, students need to have a 24-hour window to take the exam, and the test can be due at the same time that the in-person final would have been completed. eLearning is asking faculty not to simply open a final exam on Monday morning because they worry about so many students taking it all at once. eLearning and IT have been able to work through all the issues we have had with Proctorio and Blackboard. The university is well positioned for final exams. The eLearning team, the TLPDC, and the IT team worked on several different trainings during the National Distance Learning Week that are now available on the eLearning website.

V. **_TDE and TPD Section Issues:_** Dr. Hart spoke on TDE and TPD Section Issues. In the Fall the TPD sections, classes that are now online that had originally been scheduled to be face-to-face that did not have campus restriction. Online enrollments have plummeted because online students registered for the TPD courses and the system automatically listed them as a Lubbock student instead of a distance student. Because of this, a campus restriction has been placed on TPD courses. Regional site and fully online students can no longer register for a TPD pandemic course. Some departments have chosen to cancel their traditional TDE courses. Because of this, no regional site or fully online student can register for any TDE courses. eLearning is working with the departments involved to create a second section with smaller number of students. eLearning will link the courses together and that will allow the online students to enroll in the TDE sections. Dr. Hart was made aware that because the university has several TDE sections with the campus restriction implemented, some Lubbock students cannot enroll. The university has several freshmen that are unable to take any courses. Dr. Hart will speak with the Provost for a solution.

VI. **_Civility in the Online Classroom Documents:_** Dr. Louder spoke on the Civility in the Online Classroom Documents. A working group including some Associate Deans was created to provide a solution regarding several issues and concerns that occurred with Zoom classes earlier in the semester. There were concerns with student actions while participating in Zoom or synchronous classes. Dr. Louder, Dr. David Roach, Mr. John R. Thomas, Dr. Bret Hendricks, Ms. JaWana Green, Dr. Todd Chambers and the General Council worked together to modify two documents shared previously with the eLearning Council. The documents will be finalized and distributed soon. The group has created a recommend addendum to syllabi that includes synchronous courses. This includes information to maintain the civility in an online class that a student would in a face-to-face class, possible distractions that may be introduced at home, and possible consequences. The second document discussed online classroom decorum and asynchronous discussion boards. The document describes behavior that may be disruptive and defaults to the student code of conduct. These documents are meant to provide a starting point for faculty to use in their synchronous and asynchronous classes. Both documents have gone through several reviews involving the General Council, Associate Deans, and others. The working group will continue to modify the documents and distribute them soon.

There was an earlier concern for bandwidth with the number of students supported online at one time. This was a caution taken when the university first made an emergency move to move fully online and is no longer a concern. From a tools standpoint, the tiling in Zoom is said to be more efficient than it is in Collaborate. Representatives from IT have recommend using Zoom for this purpose.

VII. ***COVID-19 Final Exams and End of Semester:*** Dr. Louder spoke on COVID-19 Final Exams and End of the Semester. Dr. louder opened the forum for discussion regarding this item. No questions or concerns were brought forth.

VIII. ***Continuing Education Updates:*** Dr. Hart spoke on the Continuing Education Updates. The Lubbock Coding Academy continues to move forward. eLearning is in the process of implementing a new registration system for the CE offerings at Texas Tech called Campus CE. This will be the Banner component of continuing education and will allow us to register students for classes and help with conference registration. The new SIS registration and data system is more robust than the current one; Indico. The system will be able to handle more and will have different CE offerings around campus. The system will also have a better set of data to look at and report on. It will keep all the information, be able to take all transactions, and move all of the students into the appropriate classes in Blackboard continuing education. eLearning plans on conducting a limited pilot program in the Spring and then a full roll out in the Summer and next Fall.

IX. ***Open Discussion:*** Dr. Louder opened the forum for open discussion. Dr. Huston asked if there is a choice to choose between how we view Blackboard now or the new interface once the transition is made. Mr. Thomas informed the Council that there is not a choice and only the new interfaced will be viewed.

Dr. Louder asked the Council if they would like to proceed with the next eLearning Council meeting scheduled in December. The Council agreed to cancel the December meeting and reconvene again in January.

X. ***Adjourn:*** Meeting adjourned at 2:10 p.m.