

## Minutes - eLearning Council Meeting

Thursday, March 25, 2021 | 1:30 PM-3:00 PM

### Via Zoom

**Attendees:** Justin Louder, Kathy Austin, Melanie Hart, Celia Merrill, David Doerfert, Jody Roginson, John R. Thomas, Leslie DeBusk, Jameshia Granberry, Jongpil Cheon, Liz Beaty, Pat McConnel, Cary Sallee, Dennis Arnett, Lisa Leach, Clay Taylor, Vickie Sutton, Larry Phillippe, Degeng Wang, Jennifer Hughes, Karissa Greathouse, Kuhn Park for MaryAlice Torres-MacDonald, Stephanie Shine, Sandra Huston, Lewis Snell, Teresa Diaz, Jeffrey Belnap

- I. **Call to Order:** Meeting was called to order at 1:32 p.m. by Dr. Justin Louder
- II. **Approval of Minutes from Previous Meeting:** Dr. Kathy Austin made a motion to approve, and Dr. Jennifer Hughes seconded. Minutes from the previous eLearning Council Meeting, held on 2/18/21, were approved.
- III. **New Distance Program Approvals and Changes**
  - a. **Hospitality and Retail Management:** Dr. Deborah Fowler spoke on the Hospitality and Retail Management program proposal. Dr. Jongpil Cheon made a motion to approve, and Dr. Vickie Sutton seconded. The proposal will be voted on in the next Academic Council Meeting.
  - b. **Library and Information Science:** Dr. David Doerfert spoke on Library and Information Science. This degree program will need to be deleted at this time. Ms. Jody Roginson made a motion, for the deletion of this online degree program and Dr. Larry Phillippe seconded. The deletion of this online degree program will be voted on in the next Graduate Academic Subcommittee Meeting.
  - c. **Graduate Certificate in Security:** Dr. Michael Shin and Dr. Rattikorn Hewett spoke on the Graduate Certificate in Security. Ms. Liz Beaty made a motion to approve, and Dr. Cheon seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
  - d. **Graduate Certificate in Software Engineering:** Dr. Shin spoke on the Graduate Certificate in Software Engineering. Ms. Beaty made a motion to approve, and Dr. Cheon seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
  - e. **Master of Science in Secure Software Engineering:** Dr. Shin spoke on the Master of Science in Secure Software Engineering. Ms. Beaty made a motion to approve, and Dr. Cheon seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
- IV. **Blackboard Updates:** Mr. John R. Thomas, Ms. Leslie DeBusk, and Dr. Louder spoke on the Blackboard Updates. The transition to a managed hosted SAS environment went smoothly. The next step will be to transition to UltraNav original course view. The course content will remain the same, but the navigation around the screen will change. This environment will change the Blackboard environment to look more tile based, the way other applications are

moving. To verify proper communication with the campus community is implemented, the transition to UltraNav has been rescheduled for a tentative date in December of 2021. Leslie DeBusk is working on making course names in Blackboard more descriptive and working with integration between Banner and Blackboard. In order to minimize any disruption in the current semester, IT and Blackboard plan to make this change during the break between the Spring and Summer I semesters. Mr. Thomas and Ms. DeBusk plan to provide a demonstration for the upcoming change during the next eLearning Council Meeting in April.

IT received a notification from the TTU vendor partner PlayPosit. It will be unavailable for a few hours on Sunday, April 4<sup>th</sup> for maintenance. Notification for faculty and staff will be distributed regarding this matter.

Dr. Louder opened the Council for discussion regarding comments or concerns for the new SAS environment. The ability to paste pictures into discussions or announcements should be able to be completed through your local files. A function to sign up for an available time to meet with students will be considered to create an easier workflow for faculty. There is still notification on the institution Blackboard page that recommends that Google Chrome be used as the browser. IT will investigate modifying this notification so that it will be more noticeable to the viewer.

Reporting statistics and the Activity Reports have not been reporting the correct data. Blackboard has identified this as an ongoing issue for the institutions who have transitioned to a SAS environment and they are working to provide a solution. There will be more information to follow.

- V. **Accessibility Briefing:** Dr. Louder, Dr. Austin, and Dr. Larry Phillippe spoke on Accessibility Briefing. The university put together a group to start developing a strategic plan for online instruction accessibility compliance. This group was created to improve the quality of service given to TTU students and stay in compliance with online accessibility campus wide. The committee is made up of people from IT, eLearning, General Council, ADA, and various faculty. The committee came up with accessibility training across campus including all areas and made resources and materials accessible for faculty. This training was created to help faculty understand the importance behind requirements for accessibility and help them understand why it is such an important component of effective teaching. Training was developed and a plan was put in place prior to COVID-19. Now that restrictions have loosened, the university will begin the process of implementing systematic and routine training across campus through a variety of different platforms. Full compliance with accessibility is a requirement by Federal law, university operating policy, and standard procedure. It is not an accommodation. Dr. Austin asked that Dr. Phillippe give an update during the next eLearning Council meeting, on the most recent legal cases that have occurred and their impact on universities so TTU can learn from peer mistakes. Resources for implementing this new initiative such as video captioning, will primarily be funded

through central funds managed by eLearning. eLearning and Student Disability Services have been able to handle most of the requests unless it is a special request for a specific area. The university is in contract negotiations with two vendors that will be able to provide additional accessibility services both with captioning and live carts. Additional fees associated will be invoiced to departments or colleges if they are using systems or processes that are not part of the normal operating procedure. eLearning continues to try to limit the amount of money requested from departments and colleges and use the central funds to help with this accessibility initiative.

- VI. *Student Engagement Tools:*** Dr. Austin spoke on Student Engagement Tools. Solicitation to the classroom engagement tools include instructional engagement in a virtual or physical classroom and cognitive engagement tools with students in the content. A group put together a survey to write requirements on how faculty are using engagement tools and products as well as conducting an evaluation of what video conferencing tools are being used and how. The survey includes questions regarding recording, where faculty store lectures, solution ratings, classroom engagement tools, and student engagement tools. This survey is to find out how faculty are using these tools. Once the group finds out how specific tools are being used, they will be able to create requirements around that. IT and eLearning ask that the Council encourage their colleagues to participate, and that all faculty complete the survey. Once the data is collected IT will close the survey, analyze the data, and will inform the university of the requirements development process. The Student Engagement Committee will be included in online meetings that will be conducted through the summer. Dr. Austin will provide a briefing and executive summary to the council once the results from the survey are provided.
- VII. *Classroom Engagement Tools Update:*** Dr. Austin spoke on the Classroom Engagement Tools Update. The university has entered a long-term contract with Top Hat. The agreement will be finalized and go to the board in May and the university intends to launch Top Hat in June. IT is working with the Office of the Provost, eLearning, TLPDC, and Student Disability Services to provide information to students and the campus. IT will create an integration plan so that those who are using other response devices or applications will be migrated to Top Hat. Top Hat will be the only classroom engagement response solution offered in Blackboard. If a faculty member would like to use a different tool, a student cannot be charged for it and no funds from the student fee can be used for the purchase.
- VIII. *Continuing Education Updates:*** Dr. Clay Taylor spoke on Continuing Education Updates. The Office of Continuing and Professional Education continues to work on implementing the new student information and registration system for CEU's and Blackboard integration. This is a new registration system to help faculty and staff with noncredit registration and management needs and will allow them to serve the university better. The new registration system will also allow the user to connect to the university's Blackboard instance directly. The tentative launch date for Campus CE will be May 21, 2021. If anyone has or knows of any noncredit programs that have happened previously in your department and you would like the Office of Continuing Education to consider taking that over, please contact Dr. Clay Taylor.

- IX. ***Open Discussion:*** There were no items discussed.
- X. ***Adjourn:*** Meeting adjourned at 2:27 p.m.