

## Minutes - eLearning Council Meeting

**Thursday, May 20, 2021 | 1:30 PM-3:00 PM**

**Via Zoom**

**Attendees:** Justin Louder, Kathy Austin, Melanie Hart, Celia Merrill, David Doerfert, John R. Thomas, Leslie DeBusk, Liz Beaty, Pat McConnel, Cary Sallee, Dennis Arnett, Degeng Wang, Lisa Leach, Clay Taylor, Vickie Sutton, Larry Phillippe, Karissa Greathouse, Mahyar Hadighi, Sandra Huston, Lewis Snell, Marcus Tanner, Suzanne Tapp, Katie Randolph

- I. ***Call to Order:*** Meeting was called to order at 1:35 p.m. by Dr. Justin Louder
- II. ***Approval of Minutes from Previous Meeting:*** Dr. Marcus Tanner made a motion to approve, and Dr. David Doerfert seconded. Minutes from the previous eLearning Council Meeting, held on 4/15/21, were approved.
- III. ***New Distance Program Approvals and Changes***
  - a. ***Energy Commerce Interdisciplinary Energy Certificate:*** Dr. Doerfert spoke on the Energy Commerce Interdisciplinary Energy Certificate. Dr. Tanner made a motion to approve, and Ms. Suzanne Tapp seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
  - b. ***Law & Policy Interdisciplinary Energy Certificate:*** Dr. Doerfert spoke on the Law & Policy Interdisciplinary Energy Certificate. Dr. Tanner made a motion to approve, and Ms. Suzanne Tapp seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
  - c. ***Renewables Interdisciplinary Energy Certificate:*** Dr. Doerfert spoke on the Renewables Interdisciplinary Energy Certificate. Dr. Tanner made a motion to approve, and Ms. Suzanne Tapp seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
  - d. ***Oil & Gas Interdisciplinary Energy Certificate:*** Dr. Doerfert spoke on the Oil & Gas Interdisciplinary Energy Certificate. Dr. Tanner made a motion to approve, and Ms. Suzanne Tapp seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
- IV. ***Blackboard Updates:*** Mr. John R. Thomas discussed Blackboard Updates. Amazon Web Services will be updating their web base, Blackboard will experience some downtime May 28, 2021 for approximately four hours. Notifications will be sent to faculty and staff in advance.

Ms. Leslie DeBusk updated the course names in Blackboard to be more descriptive so students registering can better identify when each course begins. To, minimize any disruption in the current semester, IT and Blackboard will implement this on May 28, 2021. There should be no down time. This will not impact students unless they are in intersession courses. Notifications will be sent out beforehand.
- V. ***Overview of Collaborate Ultra, Teams, and Zoom:*** Dr. Austin and Mr. Thomas had an open discussion and provided results for the usage statistics of Collaborate Ultra, Teams, and

- Zoom for the university. The results show a preference for Zoom and Teams. Blackboard Collaborate usage lowered after the university purchased a Zoom license. IT is still in the process of examining the need for Blackboard Collaborate. IT will follow up with those who currently use Blackboard Collaborate and determine if the software will remain integrated in the Blackboard community. If IT's change management request is approved, Teams will be integrated into Blackboard. A campus announcement will be provided beforehand.
- VI.** ***TopHat Implementation:*** Mr. Thomas and Dr. Austin spoke on the TopHat Implementation. TopHat is an institution wide license that includes two resources. The classroom engagement tool and a publishing house. The university will be integrating TopHat materials into the Follett Bookstore. Faculty will have the ability to choose the books needed for the course and students will be able to purchase the books and materials from their course in Blackboard. Any electronic materials will automatically populate in their Blackboard course. TopHat also promotes faculty that are wanting to write their own course materials or books. TopHat is said to be a respected publisher who specializes in online educational materials. There will be more information to come regarding compensation for faculty creating their own materials for their classes and for other universities as well. IT will work proactively with faculty during the summer to provide assistance with migrating to TopHat. TopHat 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.
- VII.** ***Survey Monkey:*** Dr. Austin and Mr. Thomas spoke on Survey Monkey. The university needed a secure survey site license. Survey Monkey is said to provide more features, higher usability, and higher user satisfaction than the university's previous survey software. The CFO provided survey monkey to all faculty and staff on campus at no additional cost to them. The version purchased is FERPA protected. There are ongoing negotiations for protection pertaining to HIPPA related data to be stored safely in Survey Monkey. Documentations and new guidelines for data survey collection will be provided later. Mr. Thomas provided a link, [itts.ttu.edu](http://itts.ttu.edu), and instructions for requesting a survey. If there is a specific need for the previous survey software to be used the faculty or staff member can do so. Additional resources for training and videos are also provided at the link above. Notifications have been sent out and Survey Monkey is now available for university use.
- VIII.** ***Proctoring Post-Pandemic:*** Dr. Louder spoke Proctoring Post-Pandemic. Faculty that have been instructing courses online have asked if they are able to continue proctoring exams after returning to face-to-face instruction. Based on the license and agreement negotiated with the vendor, it is permitted. Dr. Louder opened the Council for discussion. Dr. Larry Phillippe notified the Council that faculty from Student Disability Services, are also interested in continuing to proctor online post-pandemic. Dr. Dennis Arnett notified the Council that many faculty from the RAWLS College did not like the proctoring experience and they will be returning to their own testing center post-pandemic. Dr. Louder asked that the council direct faculty members with questions regarding proctoring to him. Ms. Liz Beaty encouraged faculty to continue using Blackboard and different resources that are available for exams.

- IX.** ***Summer Meetings:*** Dr. Louder spoke on Summer Meetings. Dr. Louder asked the Council if they would like to convene in June. The eLearning Council voted to reconvene June 17, 2021.
- X.** ***Open Discussion:*** Dr. Louder opened the Council for discussion. Dr. Huston inquired about the use of TopHat and publishing course materials. Dr. Ausin explained that TopHat should be integrated with Follett and available for use in Blackboard by the end of June 2020.
- XI.** ***Adjourn:*** Meeting adjourned at 2:39 p.m.