

Minutes - eLearning Council Meeting

Thursday, October 17, 2019 | 1:30 PM-3:00 PM

Via Blackboard Collaborate

Attendees: Justin Louder, Brent Guinn, Cary Sallee, David Doerfert, Haylee Lindsey, Jody Roginson, John R. Thomas, Kathy Austin, Katie Randolph, Larry Phillippe, Laura Heinz, Leslie DeBusk, Marcus Tanner, Pat McConnel, Lisa Leach, Mitzi Ziegner, Vickie Sutton, Lewis Snell, Jennifer Hughes, Sandra Huston

- 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. David Doerfert made a motion to approve with the addition to the addendum and Ms. Mitzi Ziegner seconded. Minutes from the previous eLearning Council meeting, held on 9/19/19, were approved.
- III. **New Distance Program Approvals:**
 - a. **Concentration in Computing Applications:** Dr. Sarah Schwintz spoke on the Concentration in Computing Applications. Dr. Marcus Tanner made a motion to approve and Ms. Jody Roginson seconded. The proposal will be voted on in the next Academic Council Meeting.
 - b. **Concentration in Fashion Merchandising:** Dr. Deborah Fowler spoke on the Concentration in Fashion Merchandising. This concentration was not meant to be sent to eLearning. Dr. Fowler suggested removing this item from the agenda. Dr. Louder agreed and suggested that they speak with the Registrar's Office to see how this proposal can be custom-routed to the correct proposal site.
 - c. **Master in Agribusiness:** Dr. Carlos Carpio spoke on the Master in Agribusiness. Dr. Doerfert made a motion to approve and Dr. Tanner seconded. The proposal will be voted on in the next Graduate Council Meeting.
 - d. **Master of Science in Petroleum Engineering:** Ms. Charlotte Stockton and Dr. Habib Menouar spoke on the Master of Science in Petroleum Engineering. Dr. Larry Phillippe made a motion to approve and Ms. Ziegner seconded. The proposal will be voted on in the next Graduate Council Meeting.
 - e. **Master of Science in Architecture with a Concentration in Historic Preservation:** Dr. Saif Haq spoke on the Master of Science in Architecture with a Concentration in Historic Preservation. Dr. Doerfert made a motion to approve and Dr. Tanner seconded. Dr. Doerfert will approve it on behalf of the Graduate Council and send it forward to Academic Council.
- IV. **Blackboard Live Shell Template:** Dr. Louder, Dr. Lisa Leach and Ms. Leslie DeBusk spoke on the Blackboard Live Shell Template. Last year this council approved to change the live shell templates in favor of a version with a better look and feel that better reflected Texas Tech University. The change included some items that are viewed as best practice for online learning and a common structure in the course. Several council members had questions regarding this change. The reason for creating the template component was for the

consistency, the common look and feel and overall branding of Texas Tech. Because of the increased frustration that this component has caused, it has been removed from the Live Shell Template. This component is still available in the Development Shell. The Live Shell Template still contains the homepage and the resource links with the same color and structure that were originally designed. These are included to showcase best practices and remind our course developers that it is important for us to have instructor biographies, syllabus links, etc. Further questions regarding the Blackboard Live Shell Template can be addressed by contacting Dr. Louder, Dr. Leach or Ms. DeBusk.

- V. **Blackboard Updates:** Dr. Kathy Austin spoke on Blackboard Updates. The university is currently working on renewing Blackboard so that services will not be interrupted. Within the next year, Blackboard services will be moving to a new manage hosting center housed by Amazon. The university is planning on transitioning support staff, physically and virtually over the next two years for the higher education Instance and K-12 Instance. The Continuing Education Instance and the Asia Instance are already using this service. This service will offer better features and higher security. The move requires 3 days of downtime and the contract will have to go to the board for review. The Blackboard platform view for faculty, staff and students will remain the same
- VI. **Continuing Education IT Systems Updates:** Mr. John Thomas discussed the Continuing Education IT Systems Updates. The IT division has been working very closely with eLearning to add systems in place that will help support that program. One system is the Blackboard Instance for Continuing Education, the other is similar to the Banner system. The IT division is currently looking for a student information system, separate from Banner, that will support Continuing Education. A request for proposal will be released soon, seeking vendors who can provide this service.
- VII. **Blackboard Archive for Law School:** Mr. Thomas spoke on the Blackboard Archive for Law School. Dr. Sutton reached out to Dr. Austin and requested the review of how we do our archiving for Blackboard. The current Blackboard Archiving Policy, published by Dr. Louder, states that after two years of course work we have Blackboard copy the data onto separate media and then return it back to Texas Tech University. The data is stored here in case we need to pull out any historical data from Blackboard within our managed hosting service. To support the Law School, because they need to have access to courses in a longer time frame, Dr. Sutton requested retaining at least 3 years' worth of data resident at Blackboard and archive anything over that. For future messages regarding the archiving process, there will be a distinction in what the IT department will be archiving for. The update for the archiving policy will be drafted and presented at the next eLC meeting for approval.
- VIII. **Costa Rica Time Sync in Blackboard:** Mr. Thomas discussed the Costa Rica Time Sync in Blackboard. Costa Rica is currently one hour behind Central Standard Time. There have been issues with students submitting assignments based on a timeclock within Blackboard, not within the local time in Costa Rica. Blackboard does not have a solution for that currently. The IT division is working with Blackboard on a solution to implement something to display on the dashboard to distinguish the time zones. Dr. Louder recommended that in the

meantime, Costa Rica faculty put a note on Blackboard saying that all assignments are due based on CST.

- IX. *Blackboard Permissions:*** Dr. Austin and Dr. Louder spoke on Blackboard Permissions. There have been numerous requests for both instructional and informational technologists to have the same access as central institutional and informational technologists for choice Blackboard features. Each case is carefully considered with the input of Dr. James, the Registrar's Office, the Provost Leadership and the CIO's leadership. Ideally, responsibility for granted access would reside with the dean of each college but at this time, the university does not have the functionality to grant college wide access. We are supportive of colleges having internal instructional design staff with similar features, such as course builder, to assist faculty. There are still limitations and some things will still need to be controlled and maintained centrally.
- X. *Open Discussion:*** There were no items discussed.
- XI. *Adjourn:*** Meeting adjourned at 2:33 p.m.