

## Minutes - eLearning Council Meeting

Thursday, March 12, 2020 | 1:30 PM-3:00 PM

### Via Blackboard Collaborate

**Attendees:** Melanie Hart, Otto Ratheal, Pat McConnel, Kurt Caswell, Leslie DeBusk, Katie Randolph, Jody Roginson, Suzanne Tapp, Mitzi Ziegner, Clay Taylor, Sandra Huston, Karissa Greathouse, Larry Phillippe, Chyrel Mayfield, Lewis Snell, Lisa Leach, Jameshia Granberry, Cary Salle, John R. Thomas, David Doerfert, Kathy Austin, Vickie Sutton

- I. **Call to Order:** Meeting was called to order at 1:38 p.m. by Dr. Melanie Hart.
- II. **Approval of Minutes from Previous Meeting:** Dr. Kathy Austin made a motion to approve and Ms. Mitzi Ziegner seconded. Minutes from the previous eLearning Council Meeting, held on 2/20/20, were approved.
- III. **New Distance Program Approvals:**
  - a. **Master of Public Administration:** Dr. Hart spoke on the Master of Public Administration. Ms. Jody Roginson made a motion to approve and Dr. David Doerfert seconded. The proposal will be voted on in the next Academic Program Subcommittee Meeting.
- IV. **Manually Adding Students to Blackboard:** Dr. Hart and Dr. Austin spoke on manually adding students to Blackboard. When a student enrolls in a class in Banner, the integration between Blackboard and Banner is supposed to enroll the student in Blackboard. If a student drops a class, then integration between Banner and Blackboard is supposed to remove the student from Blackboard. Because this system was not working properly, the Information Technology and Blackboard Department decided to manually do it. After doing this, it was discovered that manually adding classes was interfering with the automatic integration that should have taken place. The main reason why this option was available was for peer evaluation, it was never intended to manually add students to classes. The feature has now been turned off and is no longer available for faculty use. A memo was sent out with information regarding processes in place to get students in the correct sections. Students who are still receiving an incomplete status will need to go through the Registrar's Office so that the office can finish the incompletes.
- V. **Instructional Design Continuity Plan:** Dr. Lisa Leach and Dr. Hart spoke on the Instructional Design Continuity Plan. COVID-19 Emergency is now available online on the eLearning & Academic Partnerships main page. eLearning has provided all the critical information and links to pages for guidance during this transition. This page provides information regarding transitioning all courses to fully online. There will be access to Blackboard course shells along with more information and steps to add a syllabus, content, etc. Information about assignments and quizzes, documents (such as Blackboard Basics), using Collaborate Ultra and Online Assessment Basics will also be available. Tools to help you complete what is needed and links to faculty services, will allow you to include more detail in creating your online course. There is also a resource guide from IT, TLPDC teaching resources and TTU emergency communications. For Accessibility compliance, a learning page, all guidance to caption videos and make documents and PDF's accessible is also provided. Training will be

available at the TLPDC for this transition. If you have any questions, please contact the eLearning Blackboard Support team and/or the Instructional Design Team.

- VI. ***Blackboard Updates:*** There are no other updates at this time.
- VII. ***Open Discussion:*** Dr. Austin spoke on behalf of Dr. Louder asking that the council be flexible and open as their schedules allow in case they have to convene on short notice. Dr. Hart addressed the council reminding everyone to focus on providing support to each of the colleges first so that we have as much support as possible available.
- VIII. ***Adjourn:*** Meeting adjourned at 2:24 p.m.