

Minutes - eLearning Council Meeting

Thursday, June 25, 2020 1:30 – 3:00 PM

via Zoom

Attendees: Justin Louder, Jody Roginson, Pat McConnel, Larry Phillippe, Jameshia Granberry, Melanie Hart, Leslie DeBusk, David Doerfert, Sarah Schwintz, Brent Guinn, Sandra Huston, Marcus Tanner, John Thomas, Eloy Guerra, Teresa Diaz, Suzanne Tapp

- I. Call to order:** Meeting was called to order at 1:31 p.m. by Dr. Justin Louder
- II. Approval of minutes from last meeting:** Dr. Marcus Tanner made a motion to approve and Ms. Jody Roginson seconded. Minutes from the previous eLearning Council Meeting, held on 5/21/20, were approved.
- III. New Distance Program Approvals:**
 - a) Undergraduate Minor in Computer Applications**
 - b) Undergraduate Minor in Mexican American and Latino/a Studies:** Dr. Tanner spoke on both the Undergraduate Minor in Computer Applications and the Undergraduate Minor in Mexican American and Latino/a Studies. Dr. David Doerfert made a motion to approve and Dr. Kathy Austin seconded. The proposals will be voted on in the next Academic Council Meeting.
 - c) Master's Degree in Chemical Engineering:** Dr. Gerardine Botte spoke on the Master's Degree in Chemical Engineering. Dr. Tanner made a motion to approve and Dr. Doerfert seconded. The proposal will be voted on in the next Graduate Academic Subcommittee Meeting.
- IV. Approved EIR:** Dr. Louder, Dr. Austin, and Dr. Melanie Hart spoke on Approved EIR. There was open discussion regarding the creation of a comprehensive list of EIR that have been reviewed and are supported by central offices on campus, as well as reviewed and approved, but are non-supported by a central office. The list will include items within Blackboard. Several programs were discussed, and the list will be made public in the coming weeks. The Provost prefers faculty not use programs that charge students fees for using them. For more information, faculty can be directed either to the TLPDC or eLearning.
- V. FERPA and Zoom recordings:** Dr. Louder, Dr. Austin, and Mr. John Thomas spoke on FERPA and Zoom Recordings. There are some concerns over what information can be posted in a recorded meeting and still be within FERPA guidelines. Recordings in Zoom, Skype, and Teams are all equally secure but the problem that may occur is that it may not be accessible. For a video to be used in a course, for students to review, it must be captioned. Procurement is working on captioning services, that information will be provided once complete. The video must also be uploaded either into Blackboard or MediaSite but not broadcast widely.
- VI. Blackboard Updates:** Mr. Eloy Guerra spoke on Blackboard Updates. Blackboard (Higher Ed) will be upgraded to CU 4. This update addresses some security concerns and provides extensive log tracking in exams. This update will happen on July 5th at 5:30 a.m. and will last about three hours. The second update is a general maintenance update for Blackboard Ally. It is scheduled for July 4th from 2 a.m. until 8 a.m. Dr. Louder reiterated that this is not the ideal time for an update, but it must be done prior to changing to Blackboard Ultra Nav. Dr. Louder asked Ms. Suzanne Tapp to talk about new faculty access in Blackboard. Ms. Tapp indicated that early next week, new faculty will be contacted by the TLPDC about how to access Blackboard now to help alleviate the stress of waiting to be added. Dr. Louder indicated that live shells for the Fall 2020 semester will be available the first full week of July.
- VII. Hybrid instruction:** Dr. Louder and Dr. Hart spoke on Hybrid Instruction. Dr. Louder has been working with individuals from IT, the Office of the Provost, Facilities and Operations, and the Registrar's Office to figure out how to support hybrid instruction. They are working to identify how many rooms on campus support hybrid instruction and the equipment those rooms have or

need for the faculty to be prepared with higher level teaching equipment. The goal is for instructors to use high quality cameras, rather than a discount web cam, as well as any other equipment needed. Dr. Hart is working on the funding and Dr. Louder has been working with Mr. Scott Hall to send out a survey to faculty teaching Hybrid courses in the fall. The survey will ask faculty how they plan to have their hybrid class set up. Whether that is hyflex, flipped, half of the students come on one day, the other half is online, then they switch on the second day, or if they will have a more traditional setup. The survey is expected to go out next week. From a question in the chat, if a course has a specific meeting time, that needs to be listed in banner, even if it is a distance course.

Dr. Hart reported that approximately 115 hybrid courses are being offered at the same time and day. We currently have about 35 Raider Ready classrooms that have the technology already in place. That leaves us with about 80 courses without technology.

The University will purchase 10 mobile carts at about \$10,000/each. Once survey results are back, we will know how many more carts are needed. The number of hybrid courses is still changing often.

Face to face courses have been capped at 30 students. Facilities and the TLPDC are working on how many students can be in one room at the same time and still practice social distancing. Dr. Louder is in contact with schools all over Texas. They are all having the same problems and are working together for solutions.

Ms. Roginson asked if the school is making plans for if a faculty member gets COVID and who would take that class over. Dr. Louder said that plans are being made. Faculty will need to identify a "substitute" or backup who can take over those classes. The Provost's Office will maintain the list of backup instructors and those instructors would have access to the course in Blackboard. To add the backup to the course, the instructor needs to send an email to blackboard@ttu.edu. The Provost is also asking that face to face instructors provide a seating chart so that if a student tests positive, the University will have a way to socially trace interactions within the classroom. More information will be sent out in the coming weeks.

VIII. Open Discussion: Dr. Louder and Dr. Doerfert addressed the issue of students who are in China not being allowed to return to the United States at this time. The students may not be able to access Blackboard while in China. Blackboard had an office in China, but that has been closed and is going through a third-party office. Some add-ons and programs will not work in China. The Graduate School, the Office of International Affairs, and eLearning may need to identify the students in question. Dr. Doerfert will e-mail Dr. Louder to begin discussions.

Dr. Louder discussed the need for another eLearning Council Meeting to be held in July or to forgo any meetings to August. Dr. Doerfert suggested that Dr. Louder call a meeting in July if items come up, if not, the council will meet in August. Dr. Louder asked the council to get their preference of Zoom or Collaborate. The group did not have a preference, though Ms. Tapp suggested using Teams as people on campus are using it.

Dr. Louder stated that the Provost sent an email yesterday, June 24th, regarding online teaching in the fall and asked the council to make sure their faculty and departments received the memo.

IX. Adjourn: Meeting adjourned at 2:27 p.m.