



Distance Education Advisory Committee

Meeting Minutes for 2-28-19

Library, Room 202 1:30 – 2:30 PM

Meeting Materials:

- Minutes for 12-6-18
- Agenda for 2-28-19
- Proposed DE Policy Development Timeline

**Present**

Elana Azose (PD)  
 Dustin Black (Chair;  
 LLR/BSS)  
 Kevin Degnan (HUM)  
 Mark Fields (IT)\*

Renee Galbavy (BSS)  
 Laurie Houske (BSS)  
 Kurt Hull (BUS)\*  
 Rhea Lewitzki (HUM)  
 Art Leible (ITS)

Pete Marcoux (HUM)  
 Jim Noyes (NS)\*  
 Gema Perez (LLR)  
 David Shever (BSS)  
 Laura Welsh (HUM)

\* Via ConferZoom

**Welcome & Introductions**

Dustin Black (DB) greeted committee members and recognized guests.

**Minutes Approval**

DEAC meeting Minutes from 12-6-18 were briefly reviewed and approved.

**DE Policy Development**

DE Attendance Policy:  
 DB thanked contributing members for their efforts and proposed a timeline for further development of DE attendance and faculty evaluation policy. Rhea Lewitzki (RL) requested Google Docs as the shared development platform, Pete Marcoux (PM) supported, citing ease of use with existing Google accounts. DB engaged PM on the topic of policy development process; PM advised that once approved by DEAC, DE attendance policy will likely be reviewed in concert with Ed Policy, and will go through a minimum of two Senate readings. Laurie Houske (LH) emphasized the importance of student responsibility and instructor discretion in the policy draft, while Laura Welsh suggested that broad language should address LH’s concern. The committee, at large, decided on pushing the development timeline to late March, affording adequate opportunity for further input.

DE Faculty Evaluation Policy:  
 In light of attendance policy timeframe revision, this item was tabled for future discussion.

**Information Items**

SP19 OLC Launch:  
 DB reported on the launch of *Online Learning and Teaching with Canvas (OLTC)*, Distance Education’s online training program to certify DE instructors, which combines two former courses, *OTC* and *Introduction to Canvas*.

Canvas / Turnitin Integration:  
 DB alerted members to a new tutorial video produced by PD’s Elana Azose (EA) which outlines how to use the recently streamlined Canvas / Turnitin integration. EA elaborated, LH cited issues with the integration using a mobile, to which Kevin Degnan (KD) suggested tablet use as a solution. RL asked EA about Canvas assignment format glitches and rubric-related



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issues, EA responded with solution particulars, offered to follow-up via email. Gema Perez (GP) cited similar issues, and expressed concern re: Instructure’s previously “tepid” support response. DB offered to work with EA on additional video tutorials for workarounds, etc.

**Other Discussions & Adjournment**

**Campus-Wide ITS Issue Resolution:**

DB inquired on a rough time frame from Art Leible (AL) re: campus-wide ITS issue resolution; AL cited on-going patches, tests, and a goal of 90% system-wide efficacy by Summer 2019. PM inquired into possibility of twice-daily Colleague/Canvas updates, GP advised that updates will soon be made in real-time.

**2019 Instructurecon:**

RG, PM, and GP addressed putting a team together for LB Instructurecon, PM advised interested members to request funds through respective Divisions.

Meeting adjourned at 2:33 PM