Instructional Technology and Distance Education Committee  
ITDEC  
Minutes from November 14, 2014

Attendees: Denise Hyde, Nicholas McMillan, Leslie Mills, Ed Evans, Seneca Holland, Rick Smith, Katelijne Acker, Lauren Cifuentes, Susan Elwood

1. Approve ITDEC minutes from October 10, 2014
   a. Nicholas McMillan moved to approve the minutes.
   b. Seneca Holland seconded.
   c. Motion passed.

2. New ITDEC structure
   a. Campus-wide initiative to evaluate and streamline committees
      i. Changes for ITDEC include:
         1. Only one rep from each college, Dean assigned – Colleagues welcome if they’d like to attend
            a. ITDEC roster outlined
               i. Will change ITDEC roster to reflect Nicholas McMillan as CLA rep
               ii. Will also change Rick Smith reason for membership to College of Graduate Studies, Graduate council
         2. Faculty senate rep no longer on committee
         3. Please suggest an undergrad student

3. CSE report – Seneca Holland
   a. Issue: Seneca did not report that the BS GIS Degree is available online because all courses needed to complete the degree are not fully online (some core courses not offered fully online)
      i. Lauren Cifuentes – If all upper division courses are available fully online, that degree is fully online
   b. Barriers
      i. Students lack appropriate access to necessary software and hardware.
         1. Software – Microsoft; ArcGIS; SPSS; Mac OS
         2. Hardware – webcams, microphone
         3. Solution:
            a. Could bookstore have a package deal available that includes any hardware and software needed for that online course?
      ii. Students face additional costs for enrolling in online courses due to fee structure
         1. Faculty may not understand completely course designations
iii. Many faculty consider the online teaching certification excessively time consuming.
   1. Could a mini certificate/crash course be created?
   2. Could also adjust marketing of certificate program to show flexibility

iv. Faculty are reluctant to offer online courses as they are concerned about the security of testing students at a distance.
   1. Lauren to send out an Examity announcement, with the tier options, to AllFaculty

c. Other Issues & Solutions to Teaching in an Online Environment
   i. No real incentive to offer an online course—twice the work, no extra credit
      1. Letter could be written to Deans supporting need for faculty to be appropriately credited when teaching a course online
   ii. Faculty find many students completely unprepared to take course in an online environment. To assist, the Office of Distance Education could create a ‘Getting to know Blackboard Module’ which faculty could import to their courses as an assignment that all students would complete (graded) by the second week of classes.
      1. ODELT has created a module that is pre-loaded in all courses
         a. Is there any way to give a student credit for completing module?
            i. Have completion of the assignment generate a certificate student keeps

d. Resources for creating a report
   i. Seneca reported that PIR tables are a good reference – Seneca to share link
   ii. Momentum 20/20 strategic plan
   iii. Ask colleagues for input

4. Library report – Denise Hyde
   a. Will report at December 12/12 ITDEC meeting

5. Other
   a. Students have free access to Microsoft Office Suite
      i. Portal.office.com
         1. Log-in with active directory credentials
   b. Nicholas McMillan
      i. Has contacted Apple to have them sponsor a lab – cut costs associated with Adobe software needed for graphic design
   c. February 13, ITDEC meeting – COE (Sue Elwood) will report