**Ad Hoc Teaching Technology Committee Minutes (Highlights)**

**Summary:** Under the CETL department, an Ad Hoc committee was established to:

1. Identify the major teaching technology issues that were discussed across campus and
2. Identify specific charges that needed to be addressed and establish a time-line

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### Sub-Committee 1: Learning Management System/Blackboard
- Determine the actual cost of Managed Hosted Blackboard – **complete but not yet approved.**
- Create a Policy Statement for Blackboard as ECU’s Learning Management System - **complete but not yet approved.**
- LMS Third Party Integrations – **continue working on more efficient 3rd party integrations.**

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### Sub-Committee 2: Quality Online Teaching
- Develop Communication strategies for best practices in on-line instruction – **monthly CETL newsletter, updates on CETL pages, workshops identified by survey.**
- Develop communication plan for faculty about quality online instruction, the University’s goal to be a Quality Matters institution, and the support available for training and course review process – **QM recognition will be given at Faculty/Staff Award banquet.**
- Develop a quality assurance plan for online courses – survey questions added to course evaluations.
- Create a QM template to support faculty as they prepare for their QM course review – **Completed; available upon request.**

### Sub-Committee 3: Teaching Technology in the Classroom
- Develop prototypes for active learning classroom
- Compare Zoom to WebEx and make a recommendation based on pros and cons of both systems – **Zoom identified as preferred tool.**
- Work with subcommittee 1 to determine if there should be an increase in the tech student fee, include recommended amount - **VPs are working on this.**
- Establish a computer rotation for smart classrooms – **currently examining Hover Cam Pilot technology.**
- Investigate Wi-Fi usage across campus to see if strength matches usage – surveys will be sent across campus.

### Sub-Committee 4: Teaching Technology and Assessment
- Compare and contrast Xitracs and Blackboard to determine which one can meet our assessment needs
- Xitracs assessment building block costs $2500.00. IT will set up demo with Xitracs on TEST server before we purchase. After successful demo with IT and Assessment Director, a demonstration will be scheduled for campus
- Continue working on Blackboard Assessment Portfolio

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In this issue:
- Ad Hoc Teaching Tech Committee Minute Highlights.
- Blackboard Tip of the Month
- Technology Spotlight: Video Conferencing Tools
- Quality Matters updates, reminders, and recognitions
If your course has been copied forward each semester for a few semesters, you probably have extra columns in your grade center that you no longer use. To keep the grade center clean and simple for yourself and your students, it is good idea to clean up the grade center by deleting unwanted columns.

Go to the Full Grade Center and determine which columns to delete.

**TIP:** If you have more than a few columns, it can be difficult to know that you have seen all by scrolling left and right. Instead, click the “Manage” button above the Grade Center and go to Column Organization.

For a step-by-step guide (with pictures!) visit our CETL pages and locate the document, “Clean Up Grade Center Columns.”

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**Blackboard Tip of the Month: Grade Center Cleanup**

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**Technology Spotlight: Video Conferencing Tools**

Video and web conferencing tools allow you to virtually connect with your students from anywhere. You can host meetings, share presentations, work collaboratively, and even record it all!

ECU currently utilizes WebEx, but we have recently looked into making the switch to Zoom which seems to be more user friendly. For more information on either of these tools, contact CETL!

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**Quality Matters All Stars**

**Training Accomplishments:**
- Jason Prather earned his DYBC (Designing Your Blended Course) certificate!
- QM Internal Reviews “Met” Dec/Jan:
  - Dr. Taryn Chubb: ART 2233
  - Professor Destany Schafer-Morgan: SOWK 3833
  - Professor Mary K. Tarver: CMPSC 1513
  - Dr. Mark Jones: EDUC 5063
  - Dr. Joanna Harris-Young: HRPSY 3253

**CONGRATULATIONS ON A JOB WELL DONE!**

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**Quality Matters** was developed to improve online and blended course design. Faculty teaching online in the Spring 2018 semester are required to submit a course map and prepare a course for a QM Review before Spring Break. For tips, templates, checklists, and training, visit our CETL pages.

Don’t forget to sign up for training! Visit CETL’s Calendar of Events and register today!

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We want to hear from you!

Please [CLICK HERE](#) to give us your feedback, comments and/or suggestions!