Distance Learning Committee
Monday, March 21, 2022
Meeting

1. Meeting called to order by Chair Cole at 2:32pm

2. **Roll:**
   Present—Bramlett, Campbell, Cole, Demuth, Garrett, Lingnau, Montgomery, Nelson (left at 2:50),
   Roark, Shuler
   Absent— Shaughnessy

3. **Approval of the Agenda**:
   Motion to Approve Agenda made by Roark, seconded by Demuth
   Opposed—none
   Abstention—Montgomery
   Motion passed to approve Agenda for 3/21 meeting

4. **Approval of Minutes:**
   Motion to approve Minutes from 2/14/22 made by Roark, seconded by Demuth
   Opposed—none
   Abstention—Montgomery
   Motion passed to approve Minutes from 2/14/22 meeting

5. **Gust Presenter, Vee Lucas, Coordinator of Accessibility Resources and Testing Center**
   1. ENMU Closed Captioning and Transcribing
      a. Lucas discussed ADA Compliance regarding closed captioning and transcribing and
         shared that the Accessibility Resources Offices has received student concerns with
         being unaware of how to access closed captioning on Mediasite. Lucas shared details
         on anti-discrimination policies for people with disabilities and current policies of
         Boston University as a comparison. Currently, the Accessibility Resources Office
         has a goal for instructors to submit a list of video captioning request with due dates
         before the semester starts. Lucas also shared details on the prohibitive nature of
         timelines and costs for captioning services. Currently, ENMU has 37 students that
         have requested closed captioning.
      b. 3Play Media currently has a monopoly on captioning and transcription services.
         Lucas suggested an ENMU Captioning Department that could train instructors and
         suggested instructors cut 1-hour lectures down to two 15-20-minute videos to assist
         with transcription.
   2. Comments
      a. Roark reminded the committee there is currently faculty training. Because there is no
         overarching policy, training follows ENMU policy. Distance Learning can explore
         services that include live captioning, captioning for recorded content, and
         transcription capabilities. Pedagogical changes (ex., length of lecture videos, etc.) are
         not under the purview of Distance Learning. Roark expressed that Lucas' ideas give
         us something to work on together as a University.
      b. Roark discussed how faculty members currently utilize different tools, making it
         challenging for the Distance Learning Office to help across a number of varied
         platforms. For example, different levels of Zoom accounts may or may not provide
         captioning options. Lingnau shared that Zoom's free service does not provide
         captioning. Teams can provide a transcript after every lecture. Campbell shared the
         live captioning option in Teams and Roark demonstrated live captioning capabilities.

       c. Campbell and Lucas suggested lecture material without specific dates can be used multiple semesters, allowing for an idea of a repository that the Accessibility Services Office can use to retrieve transcribed lectures for students.

       d. Roark suggested an idea of the University considering an Accessibility Audit to explore solutions.

6. **Old Business**
    1. Update, search for Distance Learning Coordinator
        a. Roark shared that Michael Baltes started as Coordinator last week.

7. **New Business**
    1. Online Course Standards Report
        a. The Online Course Standards Report was sent via email to committee members. Roark said that overall there was consistency, but also a number of instances where reviews were not consistent. In those instances, discrepancies may have resulted from issues with where to look for specific items and the number of courses to review causing review fatigue. Campbell suggested for future reviews, reviewers could compare findings for more consistency. This is an area for future discussion. For the next review cycle, courses should all be in Canvas, facilitating review.
    2. Mediasite Upgrade/Replacement Evaluation Process
        i. Roark presented a Mediasite Evaluation Timeline to the Committee. An RFP will be issued publicly for external vendors to respond, and internal tools will also be evaluated. The hope is that vendors that submit proposals for their products will have an option for a demo/sandbox for faculty to explore different services. Accessibility options will also be considered in the evaluation.
            1. The current timeline for External Tools includes:
                a. June 1—Submit request for proposals (RFP) through Purchasing Office
                b. August 1—Schedule fall demos and sandbox access
                c. August—Invite faculty to sign up for participation in demos/sandbox
                d. September-October—Host demos/sandboxes
                e. November—Collect faculty feedback via electronic survey
                f. December—Data analysis and reporting
            2. Internal Tool Evaluation, Teams, Studio, and Zoom, have the following timeline:
                a. June—Define testing criteria/functions for each tool
                b. July—Draft user testing steps for each tool
                c. August—Invite Faculty to sign up for participating in testing
                d. September-October—User testing
                e. November—Collect faculty feedback via electronic survey
                f. December—Data analysis and reporting

Motion to adjourn meeting made by Lingnau, seconded by Demuth

Meeting adjourned at 3:32pm

Respectfully submitted by Pamela Shuler, Secretary