Members present: Chair, Tara Gallien (HHP), Darlene Williams (VP-TRED), Paula Christensen (Education), Phil Gillis (IS), Dr. Tom Hall (IET & CIS), Rylan B. Henson (ECE), Bill Housel (History), Karen McFerrin (Education), Jennifer Long Martin (Student Technology), Michael Matthews (Library), Joe Morris (Criminal Justice), Hedy Pinkerton (ECE)

Members absent: Lisa Abney (VPASA), Cynthia Lindsey (Psychology), Norann Planchock (Nursing), Debra Shelton (Nursing)

Guests Present: Jarrod Sanson (ECE), Shawn Parr and Karl Knotts (IS)

Approval of Minutes. Chair Dr. Tara Gallien called for a vote to approve the minutes from the previous meeting of February 5th 2010. Minutes were approved without objection.

1. ELAC Membership. Dr. Gallien briefly discussed the make-up of the committee. The committee membership is currently split into two categories: “sustaining members” and “rotating members”. Sustaining members were identified as the Vice President of Academic and Student Affairs, the Director of Electronic and Continuing Education, and the Director of Information Systems. These members serve in an ex officio capacity, whereas rotating members are selected from eight academic departments.

Gallien said there is some confusion as to which committee members are still considered active. A definitive list of current members should be created. Meanwhile, any members who would like to rotate off voluntarily should ask their colleagues if they would like to serve. Mr. Matthews and Dr. McFerrin said they would ask their colleagues in the Watson Library and the College of Education respectively, if they would like the opportunity to serve.

2. Syllabus Update. Dr. Gallien then proceeded to the next agenda item, the status of the “Syllabus Database”. Dr. Williams said that the mission of ECE is to facilitate the packaging and delivery of the course syllabi into an online format where it is accessible for all faculty. Ms Pinkerton then handed out a screen-shot of how the current Moodle course shells are being standardized for clarity and content.

3. Course Ownership/Intellectual Property. Dr. Gallien opened the next agenda item by saying that she has already done research on whether faculty own the content they
create for an online course. Currently, the Board of Regents policy states that the online course content is considered to be property of the university. Dr. Williams asked if the Faculty Handbook reflected the BOR policy. A short discussion ensued among the committee members, and it was agreed that while the Faculty Handbook is a restatement of the BOR policy, the university lacks a full articulation of intellectual property rights. Dr. Williams stressed that such an IP policy should be developed, but must be initiated by the office of the VPASA. Dr. Gallien floated the idea of forming an ELAC subcommittee to write an IP policy in consultation with both the VPASA and Faculty Senate.

Committee members discussed the necessity of an effective IP policy. Dr. Williams stressed that the ownership of IP could be determined by whether the faculty member took course-releases or was provided an extra services contract for the finished product. Dr. Christensen mentioned the case of a friend from another university who asked the administration if her IP would, in effect, retire with her. The university implemented a progressive policy that gave faculty the option of “taking it with them” or donating their work to their colleagues. Dr. Christensen said that if such a policy were adopted at NSU, a two-year time window could be used.

Dr. Gallien referred to the policy of the Moodle course shells and asked if they were owned by the university or the faculty. If even the ownership of the course shells are an issue, Dr. Gallien surmised, then the recycling of any online course content could be grounds for litigation. She then officially called for the formation of an ad hoc committee to fully explore the extent of the faculty’s and administration’s right to intellectual property created for the teaching of online courses. Dr. Housel seconded the motion. Dr. Gallien then called for volunteers. Dr. Christensen and Dr. Williams volunteered in quick succession. Dr. Gallien then asked for more volunteers, and strongly indicated that Mr. Matthews should do so. He complied without debate.

4. **Other.** Dr. Williams began discussion of “open source” software. ECE has implemented eight regular smart classrooms and three videoconferencing classrooms that can capture lectures for later use. Several faculty have also started to lecture-cast from their offices. Dr. Williams stressed the need to create an enriched learning environment with video. She also briefly alluded to the positive marketing applications of lecture-casting. Faculty created videos could be placed on the university website as a way of drawing attention to the course offerings of their departments. Dr. Williams said that ECE is working on developing a way of storing more video content for online courses. When the project is completed, up to 150 artifacts may be “banked” to promote a specific department, for example the music performances by the School of Creative and
Performing Arts. This will help faculty to promote the work of their students and fellow colleagues to the public at large.

In other ECE developments, Ms. Long-Martin is currently working on installing 12 more “smart classrooms” on campus that will have Smartboards and lecture casting ability.

Dr. Gallien asked if training is offered by ECE on the use of open-source applications, such as lecture-casting. Dr. Williams replied that training is ongoing, but that appointments can be made anytime. Dr. Gallien said she would refer her department for a training session.

5. Guidelines. Dr. Gallien reminded the committee that the Guidelines for Online Programs had yet to be discussed. Dr. Williams said that the Guidelines were issued earlier with the revised sections highlighted in yellow by Mr. Sanson. Dr. Hall mentioned that substantive changes should be made to the “Role” section on page 9. The committee discussed the changes required by Dr. Hall who believes the following revision gives the university administration too much power over who teaches and course:

The selection of method of course delivery will be made by the Dean of the College/Instructor and when requested, upon the recommendation of the Electronic and Continuing Education Staff, who will identify the equipment, software, and support necessary. (Page 9)

Dr. Williams replied that ECE’s role is to coordinate the approval policies that are determined by each department, and not to serve as a referee. Dr. Christensen then provided language for the revision of this guideline to Mr. Sanson as follows:

At Northwestern State University, each Department Head/Dean is responsible for the content that is delivered in each course, and for ensuring that each instructor facilitates his or her courses effectively.

Dr. McFerrin then pointed out that the copyright/ownership problem is inherent in the text of page 10 of the Guidelines, which proclaim that the NSU policy will determine ownership and copyright “in accordance with...the State Board of Supervisors and the Louisiana Board of Regents”. Dr. Gallien concluded the discussion of the Guidelines by noting that an IP policy must be developed if any of these issues were to be clarified, much less resolved by the university.

6. Adjournment. Dr. Gallien called for a motion to adjourn. Dr. Housel seconded the motion at 1:55 PM. Dr. Gallien reminded the committee members that the next meeting would be on November 17th at 1 PM in the Compressed Video Room of the Watson Memorial Library.