The UNIVERSITY of VERMONT

FACULTY SENATE

Educational & Research Technologies Committee
Minutes
327 Faculty Senate Conference Room
May 11, 2016

Present: Hung Do, David Feurzeig, Elise Hotaling, Marc Law, Helen Read, Cathy Paris, Mark Starrett, Regina Toolin, Tim Tourville, Omar Oyarzabal, Christina Wassel

Absent: Lyman Ross, Brian Voight

Guests: Mike Austin, Andrew Horvat, Mara Saule

Chair David Feurzeig called the meeting to order at 8:32 am in the Faculty Senate conference room, 327 Waterman.

1. **Minutes.** The minutes of the April 13, 2016 and May 11, 2016 meeting were approved with minor changes.

2. **Meeting Schedule for Fall 2016.** The meeting schedule will go back to the original schedule; however next month it will be pushed back a week due to chair conflict. The meeting calendar is as follows:

ERTC
427a
8:30-10:00
10/19/2016
11/9/2016
12/14/2016
1/11/2017
2/8/2017
3/8/2017
4/12/2017
5/10/2017

3. **Chair for Spring 2017.** David will be on sabbatical for the spring of 2017 and the ERTC will need an interim chair.

4. **Alumni permanent email.** The committee feels that there may be a place for them to add input into this process. They will discuss this further through e-mail and determine if they want to add it to a future agenda.
    a. HR determines what faculty receives lifetime e-mail account.

5. **University Technology Committee- IT governance draft.**

<div align="center">

IT Governance Process Overview
<mark>DRAFT v4</mark>
Aug 10, 2016
</div>

What

The University IT Committee <mark>governs</mark> information technology at UVM and provides support for access to University data and common good technology resources. The committee is advisory to the CIO, Provost and President. With knowledge of options existing and planned, and insight into the IT needs of all units on campus, the committee coordinates and facilitates the implementation of IT projects to ensure adherence to University security, privacy and strategic guidelines. The committee prioritizes projects that draw on University resources based on impact and strategic priorities. The committee provides a cohesive vision to promote excellence in research, education and administration through best practice technology use.

Promote effective use of technology through advice, consultant.

Technology requests and initiatives (policies, review of existing technology, IT procedure recommendations) come before the University IT Committee when any of the following apply:

- **The initiative requires data from central University systems (e.g. Banner, PeopleSoft) or the initiative requires the transmission of University data, including student data, to a third party**
- **Equipment purchased through the initiative resides in the University data center**
- **The initiative impacts, or potentially impacts, more than one school, college or administrative division**
- **The initiative requires central funding**
- **The initiative results from compliance or regulatory requirements**

The committee also encourages broader inquiries and opportunities for conversation on technology projects of all kinds.

The committee works in concert with already existing University processes and procedures (e.g. Procurement Policy).

Who

The University IT Committee consists of the Chief Information Officer, Faculty Senate ERTC chair, Vice President for Enrollment Management, Associate Chief Information Officer, Director and Assistant Director of the Center for Teaching & Learning, a representative Associate Dean, representative Senior IT Managers from distributed IT organizations, and representative Senior

IT Managers from Enterprise Technology Services. Undergraduate, graduate and professional students and others will be engaged on an as-needed basis.

(Note for selves: Student-initiated projects need a responsible University sponsor)

How

Process details on website

Project requests can be initiated by filling out a project intake form on the University IT Committee website (link here). A member of the committee will review the form and contact the initiator for further details. The committee member will present the detailed information to the full committee for review at the next scheduled committee meeting. A representative from the requesting unit will be asked to attend. Initiators can expect to receive a response within X days/weeks. An expedited pathway is also available when necessary.

(describe how this will relate to, and work with, the Procurement / Contract Review process)

When

The University IT Committee meets twice monthly throughout the calendar year.

6. Extended Section Descriptions. Pull in handout from David. This is what he feels the committee should focus on.
   a. Timely portal reminders. "Do your ESD for next term" message from the Registrar. Remind when building SOC?

   b. Links to ESD's should not be designated "syllabus". This is potentially confusing, and ESD's came into being precisely because some faculty objected to publishing their syllabi per se.

   c. SGA Pres. Jason Maulucci has been pointing to the requirements of the Higher Education Opportunities Act. Here is a link with good info on the law: http://als.csuprojects.org/heoa At the target there is also a link to the full text of the law. While there is plenty of wiggle room, the basic requirement is to list textbook information upon publishing the course schedule, whenever possible. Certainly an institution with <33% of courses publishing ESD's is not in compliance.

   d. Desired features in an ESD system

      i. Formatting! Currently even line breaks are not currently possible. Ideally we'd have basic HTML formatting capability.
      ii. Ability to upload PDF's instead of only text.
      iii. Many faculty wish ESD's would automatically pre-populate with info from past semesters; this is not practical because CRN's are not tied to a particular instructor from term to term. However, a more direct and intuitive way to access ESD's from previous semesters is important. Currently it's Byzantine.
      iv. Course coordinators should be able to pre-populate for all sections.

       v. We might want simple checkboxes for:
1. Final exam
2. Final presentation
3. Final/term project or paper
4. or (Helen): "course will be based on…" followed by a list of checkboxes: quizzes, exams, final, etc.

     vi. Separate field for required materials (texts etc.)

    vii. Possibly: pre-populate a syllabus field with a sentence like "Here is a link to a recent past syllabus. Required texts may be different this term". Faculty could then delete or edit that sentence if they are providing current text information.
…Thomas suggested it would be less burdensome for faculty and less confusing for students if faculty were required to post a syllabus (or equivalent necessary info) to Banner at the start of the semeste r, and then if there were a way to make a link from ESD to this archived syllabus, indicating of course that this is linking to a prior iteration of the course and materials, dates, etc, may be somewhat changed.

   e. Veronika: update on Banner SE, possible new features, timeline

   f. Importance of demonstrating progress to SGA, Administration.

7. New Business. There is no new business at this time.

The meeting adjourned at 10:55 am.