



FACULTY SENATE

Educational & Research Technologies Committee
Minutes
427a Waterman
December 14, 2016

Present: Hung Do, David Feurzeig, Marc Law, Cathy Paris, Helen Read, Lyman Ross,
Mark Starrett, Regina Toolin

Absent: Elise Hotaling, Omar Oyarzabal, Tim Tourville Brian Voight, Christina Wassel

Guests: Chris Burns, Thomas Chittenden, Keith Williams, Veronika Carter

Chair David Feurzeig called the meeting to order at 8:32 am in Waterman 427a.

1. Minutes. The minutes of the November 9, 2016 approved as written.

2. Expanded Section Descriptions proposal:

**Expanded Section Descriptions (ESD's)
Faculty Senate ERTC DRAFT Proposal version 3
Background**

The 2014 CBA states that “in order to allow students to make more informed choices on course selection, faculty members are expected to develop and post Expanded Section Descriptions...no less than two (2) weeks prior to the start of the advising period.” The CBA also requires faculty “to make syllabi available to students for courses no later than the first day of classes.”

To implement the requirements of the 2014 CBA, the Registrar created a field in Banner for faculty to post ESD's. This implementation was makeshift and has significant limitations. The Registrar reports that in recent semesters, only ¼ to 1/3 of courses post an ESD in Banner.

The SGA continues to express dissatisfaction with student access to timely information on course content, format, materials, and scheduling pattern. The Higher Education Opportunities Act of 2008 requires that much of this information be posted at the time the

course schedule is published “to the maximum extent practicable”. Here is a link with good information and full text of the law: <http://als.csuprojects.org/heoa>.

The proposal below is designed to give students and advisors the information they seek and are entitled to in a clear and organized fashion, while minimizing busywork for faculty.

Proposal Summary

Note: nothing in this proposal should be construed to limit instructors’ prerogative to make course changes in keeping with pedagogical goals, academic freedom, or unforeseen circumstances.

To address students’ need for timely information, the faculty’s need for a user-friendly and efficient interface, and UVM’s need to comply with federal law, we propose a multi-part solution.

- 1) creation of a centralized location to upload and archive syllabi;
- 2) publication of information on when courses are usually offered;
- 3) an easier-to-use, more detailed ESD interface in Banner;

Faculty would then have the option of:

- a) completing an ESD (as per #3 above), and/or
- b) posting a syllabus for the upcoming semester, and/or
- c) linking to a centrally-hosted syllabus for a recent past semester of the same course (as per item #1 above)

The items #1-3 above are **modular**. Depending on cost and feasibility, they can be implemented individually or in subsets.

The formal proposal and detailed suggestions on the above items follow.

Proposal

To address students’ need for timely information, the faculty’s need for a user-friendly and efficient interface, and UVM’s need to comply with federal law, The Educational and Research Technologies of the Faculty Senate, after consultation with the University Associate Deans, asks the administration to determine the feasibility of the following measures, in conjunction with representatives from the Faculty Senate Educational and Research Technologies and Student Affairs Committees, and to implement them individually or together to the extent determined practical.

Note: nothing in this proposal should be construed to limit instructors’ prerogative to make course changes in keeping with pedagogical goals, academic freedom, or unforeseen circumstances.

Specific Items in Detail

1. Central, standardized location for current and historical syllabi

Faculty will be expected to upload their syllabi by the first day of class to a central location, which will also serve as an archive. Syllabi will include information on required materials, methods of assessment, timing and nature of major projects, papers, and exams. Faculty who feel that their full syllabi include protected intellectual property may choose instead to upload an abbreviated syllabus equivalent, provided it includes all the foregoing information.

Thereafter, when the Schedule of Courses (SOC) is published, faculty will have the option of linking their upcoming course to a recent past syllabus of the same course. We propose that the target page include an editable pre-populated statement of the following nature: "Here is a recent past syllabus. The course will be essentially as described in this past syllabus, with exam dates, due dates, and other details subject to change. Required texts may be different this term." Faculty should make every effort to determine final required texts and other materials as early as possible and update this information here and/or in the ESD (see #3 below) accordingly.

2. Centralized publication of information on typical course scheduling pattern

Information on course scheduling patterns (when a course is typically offered) should be published in the catalog or another appropriate location. This information is essential to informed advising and course selection, and to helping students complete programs on time. Students and advisors should be able to find out easily whether a course is offered every semester, spring semesters only, odd-numbered years, occasionally as needed, etc. Departments, programs, and colleges may choose to indicate that the schedule pattern is not certain, or subject to change, as appropriate. Information on course schedule pattern is currently not included in the catalog and must be gleaned (often anecdotally) from departmental advisors, checklists, instructors, or inferred from examination past SOC's.

3. Improved ESD interface and functionality

Banner-based Expanded Section Descriptions should be improved to include as many of the following features as is practical:

- a. A checklist** with text fields that cover key areas of course information, including schedule pattern (i.e. when/how often is the course usually offered), required materials, methods of assessment, timing and nature of major projects, papers, and exams. (See possible checklist below.)
- b. Text formatting capability**, including HTML hyperlinks so ESD's can link to a course website, textbook site, etc.
- c. Ability to host PDF files** (such as a PDF syllabus).
- d. Capability of multiple sections being populated** by a single course coordinator.
- e. Ability for instructor to automatically re-populate all fields from an existing ESD** from a previous semester.

ESD checklist (draft)

In lieu of completing this checklist, faculty may upload a current syllabus or link to a previous syllabus, as described in item 1 above.

1) Required materials (indicate editions and ISBN numbers)

If final information is not available at the time of registration, please indicate when it will be available, and remember to update the information here when it is.

2) Course assessment will be based on (check all that apply)

	<i>(optional)</i> % of overall course grade	<i>(optional)</i> comments
<input type="checkbox"/> Regular written assignments/problem sets		
<input type="checkbox"/> Quizzes/regular in-class assessment		
<input type="checkbox"/> Major projects/labs/papers (indicate number and approximate schedule)		
<input type="checkbox"/> Final exam		
<input type="checkbox"/> Final presentation		
<input type="checkbox"/> Other (describe)		

3) Principal modes of instruction (check all that apply)

	comments
<input type="checkbox"/> Lecture	
<input type="checkbox"/> Seminar	
<input type="checkbox"/> Lab	
<input type="checkbox"/> Online	
<input type="checkbox"/> Flipped	
<input type="checkbox"/> Other (describe)	

4) Exam format (if applicable; check all that apply)

	comments
<input type="checkbox"/> Essay answer	
<input type="checkbox"/> Multiple choice	
<input type="checkbox"/> Problem set	
<input type="checkbox"/> Other (describe)	

David will update the resolution with the committee's comments and suggestions. He will send the final draft to the committee via e-mail. President Paris advised that the ERTC update the President and Provost that they are working on this topic. David will give the administration a progress report on the ERTCs

Commented [Office1]: Do you know if David has or still intends to do this?

work. The committee will formalize the proposal and present it at a Faculty Senate meeting in the spring of 2017.

2. ERTC leadership: Chair for spring 2017.

David will be on sabbatical for the spring semester. The ERTC is in need of an acting chair. However, David did inform the committee that his term on ERTC ends on June 30, 2016 and he may not continue on the ERTC. The acting chair will serve from January 1, 2017 to June 30, 2017. The acting chair will:

- serve on the Faculty Senate Executive committee
- serve on the Faculty Senate as the ERTC representative
- be invited to meetings held between the Faculty Senate Executive Committee and the President and Provost.

Regina Toolin will serve as the acting chair of the ERTC from January 1, 2017 until June 30, 2017.

3. Scantron:

There are two very old machines in the basement of the basement of Baily/Howe. This is not a discussion on the use of multiple-choice exams on campus. This is an issue on the resources around using the Scantron machines. Grossman has looked into purchasing a Scantron machine that has many capabilities and they wanted to assess the need of the whole campus versus just Grossman. The committee would like to gather more information. Lyman Ross will work with his colleagues at the library to get the background on the Scantron machines. He will report to the committee before the next ERTC meeting. There is a technology conference in Chicago this spring, this may be a conference the committee could support.

5. New Business.

Chris Burns, of the Research, Scholarship, the Creative Arts Committee of the Faculty Senate presented a Research Data Management Resolution. The RSCA has endorsed this resolution. They are looking for support from the ERTC as the resolutions moves forward to the Faculty Senate and Administration.

Whereas

Researchers in all disciplines are faced with a range of data management needs as research becomes more collaborative, data-intensive, and computational,

And data management requires a long-term commitment to a storage environment where the security of sensitive data and the integrity of all research data is ensured,

And data sharing and re-use increase the accountability, visibility, impact, and return on investment in research,

And the Office of Science and Technology Policy (OSTP) has directed federal agencies to mandate that digitally formatted research data, to the extent feasible and consistent with

applicable law and policy, should be stored and publicly accessible to search, retrieve, and analyze,

And most large Federal funding agencies (NIH, NSF, DOE, DOT, NASA, DOD, CDC, NOAA, USDA, USGS) now require data management plans for the preservation and access of research data,

And current practices at UVM, assembled on an ad hoc basis, do not meet current user needs or look forward in support of strategic initiatives and goals,

And a survey of peer and aspirant institutions demonstrates that UVM is increasingly at a competitive disadvantage in providing services in this area,

And an institutional commitment to providing technical expertise and support services is required to meet researcher needs, funding imperatives, and public policy goals,

Therefore be it resolved that the University of Vermont should

- **Charge the University Libraries, the Office of the Vice President for Research, and Enterprise Technology Services, in consultation with faculty from a wide range of disciplines, to collaborate and provide the University with core services and tools for managing data throughout the data life cycle.**
- **Promote these services and tools and encourage faculty to use them to manage and share their data.**
- **Provide ongoing financial support to the units providing services and tools, including support for the infrastructure, personnel, education, and training.**
- **Develop a research data management policy, establishing the University's commitment to long term data management.**

President Paris suggests that the RSCA bring this to both the Provost and President to get it on their radar. Chris will work with Cathy on an appropriate way to present to the Faculty and Senate.

The ERTC would like to work with RSCA on finalizing a draft of this resolution.

The meeting adjourned at 09:47 a.m.

Upcoming meetings:

2/8/2017
3/8/2017
4/12/2017
5/10/2017