

Educational & Research Technologies Committee
Year-End Report
5-3-19

ERTC Committee Members: Jane Petrillo (CALs), Lutz Kaelber (CAS), Deb Ellis (CAS), Hung Do (Business), Helen Read (CEMS), Brian Voight (RSENr), Lyman Ross (Libraries), Tim Lee (COM), Elise Hotaling (COM), Tim Tourville (NHS), Regina Toolin, ERTC Chair (CESS), Nick Bouffard (SGA).

ERTC Charge: The ERTC shall have the responsibility of matters related to the development and implementation of educational and research technologies at the University that guide acquisition of information literacy by students and faculty. It shall review and recommend policies and procedures relating to the planning, introduction, and use of campus-wide technologies, including computers, communications, electronic data handling, and instructional media. The committee shall assume responsibility for informing the administration of educational and research priorities and needs related to information literacy and see that these are considered in all planning. It shall maintain close liaison with the Curricular Affairs Committee, the Financial and Physical Planning Committee, the Student Affairs Committee, and the Research, Scholarship, and Graduate Education Committee. Each of these committees shall appoint one of their elected members to serve as a voting member on the Educational and Research Technologies Committee. The committee shall maintain close liaison with appropriate administrative offices in its areas of responsibility and with the Facilities and Technologies Committee of the Board of Trustees.

2018-19 ERTC Outcomes:

1. ERTC Operating Procedures finalized and approved - September 2018

ERTC Responsibilities & Membership (Source: Faculty Senate By-Laws)

7.1.5.6 Educational and Research Technologies Committee.

This committee shall have the responsibility of matters related to the development and implementation of educational and research technologies at the University that guide acquisition of information literacy by students and faculty. It shall review and recommend policies and procedures relating to the planning, introduction, and use of campus-wide technologies, including computers, communications, electronic data handling, and instructional media. The committee shall assume responsibility for informing the administration of educational and research priorities and needs related to information literacy and see that these are considered in all planning. It shall maintain close liaison with the Curricular Affairs Committee, the Financial and Physical Planning Committee, the Student Affairs Committee, and the Research, Scholarship, and Graduate Education Committee. In addition to the membership stipulated in Section 7.1.2.1a and 7.1.2.3, each of these committees shall appoint one of their elected members to serve as a voting member on the Educational and Research Technologies Committee. The

committee shall maintain close liaison with appropriate administrative offices in its areas of responsibility and with the Educational Policy and Institutional Resources Committee of the Board of Trustees.

7.1.2.1 Elected Members.

a. Number. Except as described below, standing committees and standing subcommittees shall be composed of at least one member from each of the major academic units (the Colleges of Arts and Sciences, Agriculture and Life Sciences, Education and Social Services, Engineering and Mathematics, and Medicine; the College of Nursing and Health Sciences, Business Administration, and Natural Resources; and the Officers of Extension, and of the Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.

b. Eligibility. Any eligible faculty member may stand for election by his/her college or school to serve on a standing committee except as otherwise stated in these Bylaws.

c. Term. Members of the standing committees shall be elected for three years or as otherwise stated in these Bylaws, starting on July 1. Terms shall be staggered so that approximately one-third of the standing committee members shall be elected each year.

d. Election. The election of standing committee members shall be the responsibility of the individual college and school faculties. Elections shall be held no later than April of each year and shall be conducted by secret ballot distributed to all eligible faculty members of the college/school. An opportunity must be provided for all eligible faculty members to volunteer to run for election to Senate standing committees. The Faculty Senate shall supervise the elections of Senate Standing Committees; concerns regarding election irregularities must be communicated to the Senate President by May 1.

e. Vacancies. If a standing committee member vacates his/her seat the vacancy shall be filled by a special election within the unit from which s/he was elected. The term of a member under these circumstances shall commence immediately and shall normally be for the unexpired term of the regularly elected member. If a standing committee member is granted leave for one year or less a replacement shall be elected by a special election within the unit from which s/he was elected to take the absent standing committee member's seat for the period of the leave.

f. Attendance. A standing committee member absent from three committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated his/her seat.

g. Members of the Senate. A standing committee member may also serve as an Elected Senator. Standing committee members are members of the Senate without vote if not also an Elected Senator.

h. Meetings (Dates, Times, Location)

The Educational & Research Technologies Committee meetings are generally held on the second Wednesday of each month from 8:30 - 10:00 a.m. in 427A Waterman.

It is the responsibility of the ERTC Chair to notify all members of the specific dates, times, and locations of committee meetings.

Meeting materials will be distributed about one week before the meeting.

The ERTC webpage is located at

https://www.uvm.edu/faculty_senate/educational_research_technologies_committee

Regular guests include CIO (Simeon Annanou), Media Technician Senior (Andrew Horvat), and Registrar (Veronika Carter). Director Systems Administration (Mike Austin),

- i. Chair Elections: Chair elections will be completed by the Faculty Senate Office by the end of the academic year.
- j. Annual Report: ERTC chair will submit an annual report to the Faculty Senate Office by April 30th each year.

2. Registrar. Veronika Carter - Banner 8 to Banner 9 Upgrade. The Registrar's Office was successful in launching the Student Financial Services landing page. Most of the initial work was done by a contracted company. Most the Registrar's resources are dedicated to updating the administrative pages. Self Service aspects will be updated next. This will start happening over the next year.

3. Qualtrics. Matthew Price, Associate Professor of Psychological Sciences (CAS), presented an overview of Qualtrics, a survey platform currently in use by the Psychological Sciences Department. A departmental license was purchased (~\$2K/yr) by Psychological Sciences for use of the software by their faculty, staff and students. Faculty across the university are also using Qualtrics, and are either paying for individual or departmental licenses. Professor Price presented Qualtrics to the ERTC to consider for university license. Julia Russell provided information about how to advocate for purchase of a university license. A business case should be developed to compare and contrast with the existing survey platform (Lime Survey), to be presented to the Provost and Richard Cate for consideration. Matthew Price will work to identify faculty interested in developing the business case. Julia Russell assisted with the process.

4. Online Course Evaluations. In 2012, the Faculty Senate approved a proposal to move to online course evaluations. Thomas Chittenden provided an update on the progress of the committee charged by the Provost to execute the action called for in the resolution. An RFP was sent to seven companies and two proposals were received by the deadline. The two vendors considered were Explorance and Campus Labs. The vendor presentations were completed by mid December. The committee met in early January to agree on a vendor recommendation. February 15, 2019 was the deadline for submitting a recommendation to the Provost, who has authority over the purchase/contract decision. The committee presented their recommendation to the Faculty Senate in March 2019. Currently, a decision to move forward has been put on hold until the new president arrives.

5. Blackboard Evaluation. Julia Russell, Associate Chief Information Officer, invited ERTC members to be involved in the 3-year evaluation process for Blackboard. A core steering committee of seven members was needed to organize and coordinate the process. A larger group will be engaged in crafting survey questions, analyzing feedback, and possibly selecting vendors. Lutz Kaelber, ERTC member, volunteered to support this committee work. The committee continues to meet to discuss the BB evaluation process.

6. IT Governance Proposed by Simeon Anaou, CIO – February 2019. The ERTC now has representation in IT Governance at UVM. Currently, Helen Read is representing the ERTC on the Info Security Council. Regina Toolin is the ERTC representative to the Executive IT Committee. The structure of the Operational IT Committee is being refined to a place where it will be most productive. Lyman Ross serves on this committee from the ERTC.

Goals of IT Governance:

Help develop the teaching and learning environment of the future
Support research, scholarship and creative activities
Support and improve administrative processes
Promote information security and protection of digital alerts
Improve operational efficiencies
Enable the oneness of IT at UVM

7. Data Management. Christie Silkotch, Libraries – Data management refers to the storage, access, and preservation of research data and may cover the entire lifecycle of data from planning to preservation of data. Libraries are involved in developing data management plans, record management, identifying discipline and general metadata standards, and retention and long-term planning.

8. Blackboard Ally. Bb Ally works within the LMS assisting institutions to provide accessible learning environment via these primary functions: 1) for faculty, Bb Ally analyzes some types of content in the course, using WCAG 2.1 AA (Web Content Accessibility Guidelines) to determine an accessibility score. If a file doesn't meet these guidelines, Bb Ally provides information to faculty on how to improve its accessibility; 2) for students, Bb Ally converts course files to several different accessible formats enabling students to select the best format for their needs; 3) Bb Ally generates systems-level reports to help the University document and track its improvement in compliance. The CTL's evaluation process included several different methods:

CTL and SAS technical staff rigorously tested its features for functionality (Spring 2018). Select faculty used Bb Ally in their courses to gain first-hand experience of interpreting file accessibility scores and then attempting to improve those scores by fixing the files using Bb Ally's help documentation (Summer 2018).

These faculty were surveyed to gauge the likelihood of their using Bb Ally in the future (Summer 2018).

CTL concluded that Bb Ally functions as expected and implementing it into UVM's existing Blackboard configuration requires minimal technical resources. No additional programming or integration with other UVM systems is needed. Faculty generally understood Bb Ally's rating system and its help documentation.

The likelihood of faculty using Bb Ally is dependent on many factors, including what type of support is available.

9. ERTC and Classroom Environment. The classroom environment and how all the technology, furniture and space are used on campus could enhance the whole learning experience. CIO, Simeon Ananou from conversations with the ERTC came up with this charge: *At the recent ERTC meeting, our discussions revealed a lack of collective understanding of the mechanisms we currently employ in deciding on the design and the integration of technology in teaching spaces around the campus. The purpose of this meeting therefore, is to allow different parts of the campus to highlight the current decision-making process as represented by all the various stakeholders that will be coming to together. The outcome of this meeting would help ERTC decide how the Committee would go about designing an alignment between pedagogical requirements and technology integration in teaching spaces.*

The subcommittee was set up by the office of the CIO. The committee consists of these members. Simeon Ananou, Andrew Horvat, Deborah Ellis, Helen Read, Jane Petrillo, Julia Russell, Mara Saule, Michelle Smith, Mike Austin, Naima Dennis, Nick Bouffard, Paul Philbin, Randy Spooner, Regina Toolin and Wendy Berenback.

A few things the committee considered include general purpose classrooms and how they are set up as well as technology within general purpose classrooms (including training for faculty)

Submitted by:

Regina Toolin, ERTC Chair

May 3, 2019