Educational & Research Technologies Committee
Minutes
Microsoft Teams
September 13, 2023
9:00 to 10:30 Teams

Present: Thomas Borchert (Faculty Senate), Hung Do (GSB), Laura Haines (LIB), Amy Hughes Lansing (CAS), Marc Law (CAS), Helen Read (CEMS), Mark Starrett (CALS), Regina Toolin (CESS), Tim Tourville (CNHS)

Absent: Jarlath O'Neill-Dunne (RSENR), Sara Pawlowski (LCOM), Delphine Quenet* (LCOM), Vacant (SGA), Vacant (GSS)

Guests: Mike Austin, Wendy Berenback, Andrew Horvat

Chair Helen Read called the meeting to order at 9:00 am via Microsoft Teams.

1. **Approval of the Minutes.** The minutes of the May 2023 meeting were approved.

2. **Committee Welcome and Chair Update.** Helen welcomed the committee including new members of the committee Amy Hughes Lansing, Mark Starrett and Delphine Quenet. The Faculty Senate Office is working with the SGA and GSS to find representation.

3. **ERTC Operating procedures:**

Faculty Senate Educational and Research Technologies Committee (ERTC) Operating Procedures September 2021

ERTC Responsibilities & Membership (Source: Faculty Senate By-Laws as amended April 2021)

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 the Creative Arts 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.

1. **Number**. Except as described below, standing committees and standing

    subcommittees shall be composed of at least one member from the Colleges of Arts and Sciences, the College of Agriculture and Life Sciences, the College of Education and Social Services, the College of Engineering and Mathematical Sciences, the Larner College of Medicine, the College of Nursing and Health Sciences, the Grossman School of Business, the Rubenstein School of Environment and Natural Resources, and the University Libraries. A unit with more than 200 full-time eligible faculty members may elect one additional member to each standing committee and standing subcommittee.

2. **Eligibility**. Any eligible faculty member (as defined in section 2.1) may stand for election by their college or school to serve on a standing committee except as otherwise stated in these Bylaws.

3. **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.

4. **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 March 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.

5. **Vacancies**. If a standing committee member vacates their seat the vacancy shall be filled by a special election within the unit from which the member 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 to take the absent standing committee member's seat for the period of the leave.

6. **Attendance**. A standing committee member absent from two committee meetings in a calendar year in the absence of mitigating circumstances will be considered to have vacated their seat.

7. **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.

Meetings (Dates, Times, Location)

- The Educational & Research Technologies Committee meetings are generally held on the second Wednesday of each month from 9:00 - 10:30 a.m. on Teams.
- 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 Registrar, CIO, Director Systems Administration (Mike Austin), Media Technician Senior (Andrew Horvat), and Registrar (Veronika Carter).

- Chair elections will be completed by the Faculty Senate Office by the end of the academic year.

- The ERTC chair will submit an annual report to the Faculty Senate Office by April 30th each year.

4. **E-Mail Migration**, **Mike Austin**. Over 48,000 accounts have been migrated with over a 99% completion rate. The remaining accounts are difficult and slated to be complete by October. The new interface is more modern and incorporates a lot of new features. Some of the new features include:

   a. Mailbox quota went from 50 gigs to 100 gigs per user.
   b. Scheduling polls helps find common meeting times.
   c. A new "To Do" list festure.
   d. Collaborative document editing
   e. Project management features

   Other updates include:

   f. New Teams client will be launched in mid-October.
   g. One Drive migration happens when a person is on campus, it does not happen remotely.
   h. CIO search has started and there are two faculty members on the search committee.
   i. Mike will go over the project list and come back with the committee on any projects that he thinks the ERTC would be interested in.

5. **ERTC 2023 / 2024 Goals.** If the committee has any new topics, please e-mail them to Helen and cc Tiera Porter in the Faculty Senate Office.

   a. The Faculty Senate and the ERTC need to be involved in the search for the new CIO. Thomas to reach out to facilitate this.
   b. UVM software and faculty use of non UVM supported software.
   c. UVM website, invite Barbara Walls (A-Z, bad web links)
   d. Printing on campus.

6. **Brightspace Update, Wendy Berenback.**

   Brightspace Launch!

   - **Training & Support**
     o Now: Start small and learn the basics
     o Over Time: Learn more & expand your use of Brightspace tools.
     o Any time: Contact CTL via Email and in-person/Teams consultations
   - **New Self-service Functions**
     o Add teaching assistants.
     o Create sandbox spaces.
     o Create "non-credit" spaces for co-curricular activity.

What's next?

- **Build interest in new & more visible integrations.**
  - Ally
  - Gradescope
  - Turnitin
- **Research management practices for "Learning Object Repository" (Content Sharing Across Courses)**
- **Implement grades push back from Brightspace to Banner (Spring 2024)**

LMS Governance – Draft Guiding Principles

Foundational
- Alignment with institutional vision and strategic goals
- Alignment with institutional policies and procedures
- Alignment with technology standards and best practices

Risk Management
- Identify, assess, and mitigate risks associated with UVM's Brightspace
- Ensure compliance with relevant laws and regulations (i.e., FERPA, Accessibility)
- Maintain data privacy and protection in alignment with industry best practices.

Change Management
- Design governance processes that allow for evolving functional, business process, or technology needs.
- Advocate for and ensure allocation of appropriate personnel, financial, and infrastructure resources to support Brightspace operations and enable enhancements.

Stakeholder Engagement
- Emphasize usability, accessibility, and a positive user experience by encouraging and facilitating user feedback to inform governance processes.
- Promote a sense of shared ownership among stakeholders involved in governance processes through open communication that results in collaborative, informed, decision-making.
- Provide all stakeholders, regardless of their involvement in governance process, with information pertaining to Brightspace.

LMS Governance Next Steps

Defining Roles & Stakeholder Groups
- LMS Sponsors, Functional & Technical Leads
- Advisory Committee

Defining Change Request Process? Alignment with Guiding Principles
- Technical and Functional Review
- Approval and appeals process.

7. **New Business / Old Business.** Invite Rachel Seremeth and Veronika Carter to the October meeting to discuss My UVM portal.

8. **Adjourn.** The meeting adjourned at 9:51 am.

*Teaching conflict

The next meeting of the ERTC will take place on October 11, 2023, from 9:00 to 10:30am on Teams.