Educational & Research Technologies Committee
Minutes
427a Waterman
September 12, 2018

Present:	Hung Do (BSAD), Kayla Johnson (GSS), Lutz Kaelber (CAS), Cathy Paris (Faculty Senate President), Jane Petrillo (CALS), Helen Read (CEMS), Regina Toolin (CESS), Tourville (CNHS)
Absent:	Elise Hotaling (LCOM), Tim Lee (LCOM), Lyman Ross (LIB) Brian Voight (RSENR)
Guests:	Mike Austin, Wendy Berenback, Thomas Chittenden (Faculty Senate President Elect), Andrew Horvat, Alex Messinger

Regina Toolin called the meeting to order at 8:36 am in Waterman 427a.

1. **Minutes.** The minutes of the May 9, 2018 were approved as written.

2. **2018 Welcome.** Chair Regina Toolin welcomed new and returning members.

3. **CIO, Simeon Ananou.** CIO Anaou has been on campus for about two months and expressed that UVM has a truly friendly campus. Currently he is listening and learning about the processes of UVM and working with the shared governances. Campus has a high level of technological employees, ETS has over 1300 years of experience. There are good systems in place with Banner and Blackboard. One current challenge may be whether UVM is on track in the way we engage 21st century learning. The technological aspect should truly support the universities mission. ETS is working on a mission statement for each of their units and one main statement for ETS. It will be shared with ERTC before the final draft is complete. There are four areas to look at over the next year.

   - Engage students
   - Realign resources
   - Analytics and how we understand campus resources. Using data to make predications for the future.
   - View of the computer lab.

With over 90% of students carrying a device, the CIO questioned why UVM has so many computer labs. As he understands it, students to the computer labs not necessarily to utilize computers , but instead to make use the expensive software that might be otherwise inaccessible to them.

Committee members raised questions about the following topics:
1. I-clickers
2. Computer labs
3. Software packages.
4. Adobe software licensing concerns
5. Innovation Center

4. Operating Procedures:

Faculty Senate Educational and Research Technologies Committee (ERTC) Operating Procedures
May 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 Registrar, CIO, 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: The ERTC chair will submit an annual report to the Faculty Senate Office by April 30th each year.

Discussion: The committee discussed concern over meetings scheduled during the final exam period. The December 14th meeting has been moved up a week to December 7th. The committee is not adopting this practice to the operating procedures but will try not to schedule meetings during exam periods in the future.

5. **Online Course Evaluation, Thomas Chittenden.** Thomas gave an update and explained the proposed changes to the original proposal.

Student Affairs Committee and Educational Research Technology Committee Faculty Senate Report on the Resolution Passed on Course Evaluations
August 28th, 2018

Background: On October 23rd 2017 the Faculty Senate passed with 80% approval a resolution on "Departmentally Controlled myUVM Portal Integrated Online Course Evaluation Platform." (Appendix A).   Since then, additional efforts have been conducted on behalf of the Faculty Senate.

Update: The Provost has charged a committee of eight individuals to execute the action called for in our resolution with a deadline of February 2019 for a recommendation. Appointed members of this committee:
- Penny Bishop, Associate Dean for Innovation and Technology, College of Education and Social Services;
- Jamie Benson, Chair, Academic Affairs Committee, Student Government Association;
- Michael Cannizzaro, Associate Professor, Department of Communication Sciences and Disorders;
- Thomas Chittenden, Co-Chair, Faculty Senate Student Affairs Committee;
- Andrew Hendrickson, Information Technology Administrator, College of Arts and Sciences;
- Rachel Seremeth, Director, Enterprise Application Services;
- Regina Toolin, Chair, Faculty Senate Educational and Research Technologies Committee;
- Rachel Grace Trowbridge, Associate Registrar.

Departmental Presentations:
Per the request of the Provost, UVM department chairs and directors were contacted including a full presentation to the CAS Directors & Chairs body in February of 2018. These presentations generated additional letters and emails of support to further identify a solution to improve how course evaluations are conducted at UVM.

Administrative Staff Discussions:
To translate our resolution into action, staff in ETS, SAA and the Registrar's office were consulted. A draft Request for Information (RFI) document was developed and technical questions have been identified.

From these discussions, concerns have been raised on some of the language of the Faculty Senate–approved resolution. Three specific changes are proposed in response.

1. Revised language acknowledges that decision making concerning course evaluation methods will continue to rest with our departments, schools, and colleges, as it does at present. It also acknowledges that control over course evaluation data remains with deans and department chairs, as it does now.
2. The new language eliminates reference to "auditing access attempts," which had unnecessary negative connotations.
3. It adds another "Whereas" clause referencing the support for online course evaluations at UVM evidenced with resolutions, letters and statements of support compiled over the past six years.

This is a report to the Faculty Senate that the following language revisions are being adopted by the newly appointed Request for Proposal Committee. We welcome your comments and concerns.

Language Approved by the Faculty Senate (10/23/17)	Revised Language to be Used by the Request For Proposal Committee
Functional units or departments on campus would not be under any obligation to use this integrated platform for course evaluations, and that the determination to do so rests with the governance structures in place within each functional unit/department;	Governance and decision making over course evaluation platform use would continue to rest with the governance structures in place within each college, school, or department;
This platform would place full autonomy and control of the questions, responses, and managed access to the responses solely with the functional units or departments on campus currently responsible for managing course evaluations;	Control over course evaluation response data would continue to rest with department chairs and deans, as it does at present;
~~Any implemented system would include data access and access attempt auditing to maintain verifiable integrity over the departmentally controlled responses to these course evaluations.~~	Add: WHEREAS there is documented widespread support across the University of Vermont from faculty, associate deans, and deans for the development of a sophisticated, integrated, and online course evaluation platform to improve the quality, completeness, and dimensional depth of collected responses.

Appendix A: Faculty Senate Passed Resolution on October 23rd 2017

WHEREAS the University of Vermont Faculty Senate passed a motion on online evaluations on April 9th 2012 (FS2012-174) supporting the creation of an online course evaluation platform for UVM courses; and

WHEREAS the University of Vermont Student Government Association passed a resolution supporting the revitalization and standardization of academic course evaluations on November 18th 2014 (SGA2014-04); and

WHEREAS the Student Affairs Committee of the Faculty Senate, the Educational Research & Technologies Committee of the Faculty Senate and the Student Government Association passed additional resolutions calling for an integrated course evaluation system to have the following operational and policy parameters:

- The anonymity of respondent submissions should be maintained in all presented results with specific attention to semantic security limiting multi-dimensional response parsing to only include sub-populations with a minimum number of five collected responses from that sub group;
- Such a platform would make available the course questionnaire to students to complete up until being able to view their final course grade, and that a prompt would ask students if they would like to opt out or in to completing the evaluation;
- If the student opts to complete the course evaluation, this would only occur before the final grade is viewable ensuring that students must complete the course evaluation before their grade is viewable through the online portal;
- Functional units or departments on campus would not be under any obligation to use this integrated platform for course evaluations, and that the determination to do so rests with the governance structures in place within each functional unit/department;
- This platform would place full autonomy and control of the questions, responses and managed access to the responses solely with the functional units or departments on campus currently responsible for managing course evaluations;
- Any implemented system would include data access and access attempt auditing to maintain verifiable integrity over the departmentally controlled responses to these course evaluations.

THERFORE BE IT RESOLVED that
- The University of Vermont Faculty Senate supports the implementation of a myUVM-integrated departmentally controlled course evaluation platform.; and
- The University of Vermont should charge a joint Administration/Faculty Senate committee to develop a Request for Information (RFI) to solicit vendor proposals on a course evaluation platform to meet the desired characteristics outlined above.

6. **October Meeting guests:**

   a. **Registrar Update.** Veronika Carter

b. **Advising and Retention Tool,** Sarah Warrington
c. **ACCESS Students,** Wendy Berenback and Tessa Lucey
d. **University Communication Update,** Mike Austin
e. **Research Computing update,** Mike Austin

7. **Future meeting topics**
   a. Campus safety - How might technology be utilized to keep faculty aware?
   b. EMS - How to make it more visible? Heather Cochran as a potential guest.
   c. Research Data Management. RSCA Chair Chris Burns as a potential guest.
   d. Classroom furniture follow up. Bob Vaughan as a potential guest

8. **Combined SAC / ERTC Meeting.** SAC Chair, Thomas Chittenden and ERTC chair, Regina Toolin will meet to discuss potential combined meeting.

The meeting adjourned at 10:00am. The next meeting of the ERTC will take place in 427a Waterman on October 10, 2018 from 8:30 am -10:00 am.