Educational & Research Technologies Committee
Minutes
427a Waterman
December 5, 2018

Present: Nick Bouffard (SGA), Hung Do (BSAD), Deb Ellis (CAS), Lutz Kaelber (CAS), Cathy Paris (Faculty Senate President), Jane Petrillo (CALS), Helen Read (CEMS), Lyman Ross (LIB), Regina Toolin (CESS), Tim Tourville (CNHS)

Absent: Elise Hotaling (LCOM), Kayla Johnson (GSS), Tim Lee (LCOM), Brian Voight (RSENR)

Guests: Thomas Chittenden (Faculty Senate President Elect), Julia Russell (Assoc Chief Information Officer), Matthew Price (Assoc Professor Psychological Science CAS)

Regina Toolin called the meeting to order at 8:34 am in Waterman 427a.

1. **Minutes.** The minutes of the October 10, 2018 were approved with minor corrections. Helen Read will email typo corrections to the Faculty Senate office.

2. **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 will help shepherd the process.

3. **Online Course Evaluations.** Thomas Chittenden reminded members that in 2012, the Faculty Senate approved a proposal to move to online course evaluations. He 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 being considered are Explorance and Campus Labs. The vendor presentations will be completed by mid December. The committee will meet in early

January to agree on a vendor recommendation. February 15, 2019 is the deadline for submitting a recommendation to the Provost, who has authority over the purchase/contract decision. A vote of support from the Faculty Senate could strengthen the business case for the purchase. The committee will plan to present their recommendation to the Faculty Senate in March 2019.

4. **Old Business.** Helen Read requested a status update on the committee looking at online teaching. Julia Russell reported that Wendy Berenback is coordinating the effort, which has been paused during the university communications project.

5. **New Business.**

   - Julia Russell, Associate Chief Information Officer, asked the ERTC members how they would like to be involved in the 3-year evaluation process for Blackboard. A core steering committee of seven members is needed to organize and coordinate the process. A larger group will be engaged in crafting survey questions, analyzing feedback, and possibly selecting vendors. Does ERTC want to be involved or just informed? Julia Russell will follow-up with Lutz Kaelber, and Nicholas Bouffard regarding potential involvement.

   - Julia Russell suggested Purchasing Services as a potential future presenter to ERTC regarding the ground-rules for what information can be disclosed during the process of interviewing and selecting vendors.

The meeting adjourned at 9:27 am. The next meeting of the ERTC will take place in 427a Waterman on January 16, 2018 from 8:30 am -10:00 am.