Educational & Research Technologies Committee
Minutes
Microsoft Teams
September 8, 2021

Present: Thomas Borchert(Faculty Senate), Luben Dimov (RSENR), Steve Kostell (CALS), Marc Law
             (CAS), Helen Read (CEMS), Regina Toolin (CESS), Tim Tourville (CNHS), Marie Wood
             (LCOM), John Yin (CAS)

Absent: Hung Do (BSAD)**, Vacant (SGA), Vacant (GSS), Lyman Ross (LIB), Bob Wildin (LCOM)

Guests: Simeon Ananou, Mike Austin, Alex Messinger

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

1. **Minutes.** The minutes of May 2021 were approved as written.

2. **Welcome and Introductions.**

	2021-2022 Educational & Research Technologies Committee Members		
	Name:	College:	Term:
Helen	Read (co-chair)	CEMS	2019-2022
Hung	Do	BSAD	2021-2024
John	Yin	CAS	2020-2023
Luben	Dimov	RSENR	2019-2022
Lyman	Ross	LIB	2019-2022
Marc	Law	CAS	2021-2024
Marie	Wood (co-chair)	LCOM	2019-2022
Regina	Toolin	CESS	2020-2023
Robert	Wildin	LCOM	2020-2023
Steve	Kostell	CALS	2020-2023
Tim	Tourville	CNHS	2021-2024

The Faculty Senate Office will work on filling the SGA and the GSS vacancies.

3. **Charge and Operating Procedures.**

CHARGE OF THE ERTC

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.

The Faculty Senate Office will work on getting representation from the SAC, CAC, FPPC and the RSCA.

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.

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),

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.

Items to update:
a. Time of meeting changes from 8:30-10:00 to 9:00-10:30.
b. Meetings need to be updated from 427a to Teams (at least temporarily).
c. Thomas Borchert to consider the By-Laws around membership to the ERTC from the CAC, SAC, RSCA and the FPPC.

4. **ERTC 2021/ 2022 Agenda Items.**
   a. LMS Feedback
   b. Advising systems / enrollment management
   c. Free / open source software solutions
   d. Digital competency for UVM students and working with the new general education group on this topic.
   e. Academic Software Project, Mike Austin
   f. Research infrastructure upgrades, Mike Austin
   g. Student Response System (I-Clicker)
   h. How we can best use technology to help our students
   i. Open education resources
   j. IT Strategic plan updates, Simeon Ananou

5. **New Business / Old Business.**
   a. Please e-mail Helen, Marie or the Faculty Senate Office with any agenda items.

**Sabatical
The meeting adjourned at 10:00 am.

The next meeting of the ERTC will take place on October 13th at 9:00am on Microsoft Teams.