



FACULTY SENATE

Educational & Research Technologies Committee
Minutes
427a Waterman
January, 17 2017

- Present: Hung Do (BSAD), Nancy Jenny (LCOM), Marc Law (CAS), Cathy Paris (Faculty Senate President), Jane Petrillo (CALs), Helen Read (CMES), Lyman Ross (LIB), Regina Toolin (CESS)
- Absent: Sarah Cleary (GSS), Tim Lee (LCOM), Lutz Kaelber (CAS), Tim Tourville (CNHS), Brian Voight (RSENR)
- Guests: Mike Austin, Wendy Berenback, Andrew Horvat, Mara Saule, Michelle Smith, Bob Vaughan

Regina Toolin called the meeting to order at 8:35 am in Waterman 338.

1. Minutes. The minutes of the November 1, 2017 were approved as written.

2. Synchronous Learning Platform, Wendy Berenback

[Synchronous Learning Platform Update – January 17, 2018](#)

Committee Charge (Spring 2017)

The Chief Information Officer has asked the Center for Teaching and Learning (CTL) to coordinate a committee whose charge is to recommend an enterprise-level synchronous learning platform for UVM. Specifically, the committee's charge is to:

- Identify the system requirements based on university's goals and the needs of faculty and administrators
 - *Status: Complete*
- Define a Request for Proposal (RFP) criteria
 - *Status: Defined Request for Information; hosted 3 vendor information sessions in May 2017 (Cisco, Skype for Business, Zoom)*
- Work with Procurement Services to initiate the RFP process

- *Status: Postponed to become more closely aligned with ETS' "Unified Communication Systems" selection process*
- Based on the RFP responses, evaluate leading synchronous platforms, using the defined criteria
 - *Status: Not initiated; pending results of Unified Communication pilots*
- Recommend a synchronous platform that best meets UVM needs, based on the evaluative process
 - *Status: Not initiated; pending results of Unified Communication pilots*

January 2018 Updates

- The Unified Communications team is finalizing their requirements document. Our synchronous learning platform feature list will be integrated into that requirements document.
- This requirements document will be used to evaluate 2 products: Skype for Business (SfB) and Cisco.
- Both SfB and Cisco are currently being tested in several use-case environments. Faculty testers need to be recruited for expanding testing of both solutions this spring. ETS and the CTL are working together can provide training for faculty testers. We estimate the time commitment for faculty testers will be ~10 hours per application.
- Cisco testing will begin in March. Faculty testers need to be recruited, ideally the same faculty testing SfB.
- CTL staff have been testing Zoom Rooms. Based on the committee's feedback and our research, we feel that Zoom is likely the best candidate for a synchronous learning platform, if SfB or Cisco do not meet the necessary teaching criteria. We have discussed Zoom with UVM College of Medicine, UVM Extension, Davis Center/Conference and Facilities, University of New Hampshire, and University of Kentucky (all Zoom users).

Next Steps

- Identify 2 - 3 faculty who are willing to test both SfB and Cisco. Faculty will be asked to use SfB and Cisco in ways that are similar to a synchronous teaching setting.
- CTL will work with the ERTC to get a better sense of the demand for and "deal breaking" features of a synchronous learning platform.
- CTL will continue to test Zoom and begin testing SfB.

Questions

- What are the deal-breaking criteria for a synchronous learning platform and who decides those criteria?
- Should it be determined that SfB or Cisco are not sufficient for synchronous teaching, what is the scale of the implementation of an alternative, given the demand?
- What is the demand?
- What unit supports the implementation of an alternative? If a tiered licensing option is appropriate, what unit manages these licenses?

ACTION ITEM: Wendy is requesting 2 to 3 faculty volunteers to test both Skype for Business (SfB) and Cisco. Faculty will be asked to use SfB and Cisco in ways that are similar to a synchronous teaching setting. Please notify faculty in your college of this request and send names of volunteers to Wendy Berenback.

3. Blackboard (Bb) Accessibility Pilot, Wendy Berenback.

Bb Accessibility will help the University become more compliant with the ADA. There is a three-minute informational video on Ally that can be found at:

<https://www.youtube.com/watch?v=FmUTPI4sujo>.

UVM has negotiated a one year no cost pilot. Wendy is looking for 20 faculty to participate in the pilot for the purpose of giving constructive feedback on Ally. Video files are under consideration but a date has not yet been confirmed.

ACTION ITEM: Wendy is requesting 20 faculty volunteers to participate in the Ally Accessibility Pilot. Please notify faculty in your college of this request and send names of volunteers to Wendy Berenback.

4. Classroom Furniture Request, Bob Vaughan, Michelle Smith

Bob Vaughan, Director of Capitol Planning and Management and Michelle Smith, Green Building Coordinator are seeking faculty input on the kind of furniture that should be purchased for the university. Ordering has to be done in March to assure delivery for the beginning of the fall semester. Brian Reed has been asked to form a task force to help make the final decisions on furniture to be purchased. The task force is researching what makes most sense for the general purpose classrooms. Ideas from the ERTC include

- SAS representation on the task force, help provide more accessible furniture for all students.
- Slanted desks are horrible, bigger tablets for laptops
- Will the discussion also include shade lighting and window shades? This task force is focusing on furniture, there will be future classroom renovation discussions that will work with other renovation options.
- The use of table and chairs over tableted set up.

ACTION ITEM: Bob Vaughan, Director of Capitol Planning and Management and Michelle Smith, Green Building Coordinator are seeking input regarding classroom furniture preferences. Please discuss furniture preferences with your college faculty and send recommendations to Regina to be shared with the task force.

5. ERTC Operating Procedures.

**Faculty Senate Educational and Research Technologies Committee (ERTC)
Operating Procedures Working Draft 1-17-18**

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 Offices 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.

The committee discussed the draft policy. They will continue to work on it at a future meeting.

ACTION ITEM: Please review and comment on the Working Draft of ERTC Operating Procedures for our next meeting.

6. Document Camera Survey

The university has decided to continue the use of Document Cameras on campus. They have purchased 25 new units and will start replacing them across campus. All GP classrooms will have a document camera. Andrew Horvat would provide training if faculty if requested. The new generation of document cameras include new features that may be valuable to faculty.

7. Old Business.

1. Unified Communications Project.

- Both systems are up and running
- Test groups are working with both systems
- Feature evaluation forms to determine the usage of different features.
- Hoping first round of testing done by mid spring semester
- Hoping to make a decision by this summer but due to the complexity of the decision may take longer

8. New Business

Event Management System (EMS) has a detailed description of all classrooms on campus including photos of room layout. Awareness and accessibility of the EMS Portal is not common knowledge to many faculty. The ERTC Committee discussed methods for easier accessibility to the EMS Portal. Perhaps the EMS link can be included in more visible places on the UVM website? Regina will work with Mara on finding ways to make this happen.

ACTION ITEM: Mara will communicate with Registrar about better accessibility and report back to the committee.

The meeting adjourned at 9:59am. The next meeting of the ERTC will take place in 427a Waterman on February 7, 2017 from 8:30 am -10:00 am.