



FACULTY SENATE

Educational & Research Technologies Committee
Minutes
427a Waterman
October 11, 2017

Present: Sarah Cleary (GSS), Hung Do (BSAD), Lutz Kaelber (CAS), Marc Law (CAS), Cathy Paris (Faculty Senate President), Jane Petrillo (CALs), Helen Read (CMES), Lyman Ross (LIB), Regina Toolin (CESS), Tim Tourville (CNHS)

Absent: Tim Lee (LCOM), Nancy Jenny (LCOM), Brian Voight (RSENr)

Guests: Thomas Chittenden, J. Dickinson, Nick Gingrow, Andrew Horvat, Julie Russell, Mara Saule,

Regina Toolin called the meeting to order at 8:33 am in Waterman 338.

1. Minutes. The minutes of the September 13, 2017 were approved with a name correction.

2. UVM Integrated Course Evaluation, Thomas Chittenden. Thomas presented the Faculty Senate with the resolution, UVM Integrated Course Evaluation. Co-chair Prue of the SAC and Chair Toolin of the ERCT also joined Thomas for the presentation. The resolution passed as follows.

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.

THEREFORE 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.

3. Brief report on laptop/tablet requirement CESS, LCOM, and GSB.

Grossman School of Business:

Business school graduates are expected to proficient in the use of information technology. To support this goal, all students enrolled in the Grossman School of Business at the University of Vermont are required to own a portable computer. At a minimum, the computer must be able to run these programs:

- Microsoft Office Professional 2016 with Access, Visio & Project 2016
- Microsoft Window 10 Enterprise

Apple portable computers are supported but they must have:

- A minimum of 80GB free space

Minimum Required Hardware Specs (PC or Mac):

- Intel Core i3 processor
- 8 GB of Ram
- 128GB Solid State Drive (SSD)

Recommended Hardware Specs:

- Intel Core i5 Processor
- 16GB of RAM
- 256GB Solid State Hard Drive (SSD)

GSB provides high quality technology support for its students. There is a team of staff that can assist with questions regarding software / hardware or use of Kalkin computer labs.

Larner College of Medicine:

Information Systems (COMIS)

The Larner College of Medicine has built an information system which connects computers, provides shared software and data, and provides access to the Internet and Internet2 (I2). This system provides students, faculty and staff a sophisticated level of connectivity and services. The system is housed on the UVM networking backbone within the uvm.edu domain, which means that web and e-mail addresses on the system will contain "uvm.edu." But the system is designed to provide access to The University of Vermont Medical Center system as well.

<http://www.med.uvm.edu/techservices/comisoverview>

Key Features of the System

- Integration with the UVM network plus connectivity to the information systems of FAHC;
- Reliable design that ensures system availability;
- Easy access on and off campus;
- A "baseline" desktop unit featuring an integrated suite of Microsoft tools and related programs;
- Accessibility through computers other than the baseline unit;
- An electronic "home" for every user;
- A support system that provides ongoing assistance.

As medical education, research, and clinical care has moved towards greater use of information systems, it is more vital than ever that effective, efficient, and secure tools are in place and reflect current and future capacity. This system is designed to address this need.

What We Do

The Larner College of Medicine Information Services department (COMIS) has many duties, from helping with a broken keyboard to retrieving accidentally deleted files from back-up. The following is a partial list of activities that COMIS does on a routine basis.

- Keep servers up-to-date and in working order
- Perform nightly back-ups of servers and data

- Assist departments with computer orders (check here for [hardware recommendations](#))
- Repair COM machines - Dell Certified technicians
- Install legally licensed software on COM computers
- Troubleshoot application problems
- Staffs the Service Center (67300) and online problem reporting ([Footprints](#))
- Provide support for students and their COM laptops
- Provide loaner machines to COM users

Computer Hardware

Recommended Hardware

The Larner College of Medicine recommends Dell and Microsoft business machines for our computer standards. Dell Latitude for a laptop, and Microsoft Surface Pro 4 laptop/tablets and Dell Optiplex for a desktop.

The current models are:

Desktop:

The Optiplex 7050 Desktop is the model that we recommend. This is the standard business unit that can be configured with our baseline.

- Optiplex 7050 model is a standard business machine that has an Intel processor, DVD, 8 GB or ram, and a 4 year warranty.

The Latitude E5480 and E7280 laptops are the business models that we recommend and support.

Please note: If you currently have a Dell docking station and you are purchasing a new laptop, you will need to purchase Dell's new WD-15 docking station. If you plan on using monitors you currently have, contact the COMTS Service Center via Footprints, by visiting the Larner Learning Commons or by calling 656-2254 to see if you need adapters or new connection cables. Please order your computer in the meantime.

- E5480 model has a 14" LCD display, built in webcam, 500gb hybrid harddrive, 8gb RAM, i5 processor and 4 year complete care warranty. This unit can be purchased with a full docking station setup for the convenience of removing the laptop without the need to unplug anything.
- E7280 model has a 12.5" LCD display, built in webcam, 256 gb SSD, 8gb RAM, i5 processor and a 4 year complete care warranty. This unit can be purchased with a full docking station setup for the convenience of removing the laptop without the need to unplug anything.

College of Education and Social Services:

LAPTOP RECOMMENDATION PROGRAM FOR UNDERGRADUATES

Students in Teacher Education Programs in the College of Education and Social Services have recently reached a turning point with respect to computer usage. State regulation requires that every student in every teacher education program produce a professional portfolio that demonstrates the depth of their knowing and the breadth of their doing with respect to knowledge and skills across six specific categories of professional expertise.

During the Fall of 2006, teacher education programs began to utilize a web-based system of building professional portfolios. Faculty determined that students pursuing a professional teaching career should have their own laptop computer from the beginning of their professional preparation. Most classes now include technology requirements and each teacher education program requires the gradual acquisition and critical reflection upon the data and documents of a student's professional education. This includes lesson plans, webquests, scanned examples of student work, and self-designed innovative assessments of teaching and learning. The system we recommend will enable students to work across platforms with a variety of innovative text and visual software creating for them an embedded and seamless education in technology literacy.

Software

The computing needs of teaching professionals in the College of Education and Social services include more efficient academic learning mediums like word processing and presentation software, as well as more innovative software that enhances concept mapping and critical thinking, video production, web management, and digital photo processing and production, and data analysis.

4. TIF Funds, Mara Saule. The Student Technology Fee of \$77 and is one part of the University Comprehensive Fee. This fee is paid by undergraduate, graduate and continuing education students (by percentage). This brings in about \$185,000 a year. Around half is used for classroom media and general classroom upgrades. In the past the funds have been used for wireless upgrades, Blackboard helpdesk and expanded virtual machines. This money is used to directly benefit large populations of students. The ERTC has advised a survey should be sent to students to determine what improvements students would like on campus. The ERTC will work with Mara Saule after this survey is completed to discuss ways TIF fund grants could work.

5. Document Cameras. The ERTC survey will go to all UVM faculty with the following questions:

- Do you use a document camera in your teaching?
- What do you use it for?
- How often do you use it?
- What classrooms do you use it in?
- What unit do you teach in?
- Do you have any general comments or concerns about the use of document cameras on campus?

Once the survey is finished it will first go to members of the ERTC for revision or comments.

6. Old Business.

A. Expanded Section Descriptions

The committee will invite the Registrar, Veronika Carter to the next meeting for an update on **faculty compliance to the ESD request in Banner. In addition, ERTC committee members would like an update on:**

- 1.) an easier-to-use, more detailed ESD interface in Banner;
- 2.) creation of a centralized location to upload and archive syllabi;
- 3.) publication of information on when courses are usually offered;

6. New Business. There was no new business at this time.

The meeting adjourned at 9:59am. The next meeting of the ERTC will take place in 338 Waterman on November 8, 2017 from 8:30 am -10:00 am.