Faculty Committee on Educational Technology

Meeting Minutes: April 26, 2011

Chairs: Brenton LeMesurier, Mathematics, and Christopher Vinson, Library

Call to Order:
The meeting was called to order at 10:30 AM in Robert Scott Small Room 353

Attendance: Chair: Brenton LeMesurier Members: Anthony Bishara, Bob Cape, Morgan Koerner, Tyler Mobley, Christine Moore, Timothy Scheett, Michael Skinner, Henry Xie

Agenda:
   Elect officers
   Briefly discuss agenda for the next year

Actions Taken:
   Election of 2011-2012 committee officers. Brenton LeMesurier was elected Chair, and Anthony Bishara was elected Secretary.

Discussion of Agenda Items:
   Briefly discuss agenda for the next year:
   1. Distance learning.
      • How to conduct tests?
      • Issue has been diverted to this committee.
   2. GIS Support Staff
   3. Negotiating Software Purchase/Support Prices
      • Possibly create a Supported Products Advisory Committee or Sub-Committee
      • Ranking of tiers of support based on faculty input

Other Business:
   Brenton requested proofreading/wordsmithing of announcement about the transition from listservs to forums.

Meeting adjourned:
   11:00 AM

Next Meeting:
   TBD (Later decided on 8/18/11 at 11am)
Faculty Committee on Educational Technology
Meeting Minutes: Thursday, March 24

Chairs: Brenton LeMesurier, Mathematics, and Christopher Vinson, Library

Call to Order:
The meeting was called to order at 2:00 PM in Robert Scott Small Room 353

Attendance:
Chairs: Brenton LeMesurier and Christopher Vinson
Members: Anthony Bishara, Monica Harvey, Georgia Schlau, Bob Cape, Deanna Caveny
Guests: C. Michael Phillips
Absent: Jennifer Baker, Timothy Scheet, Joshua Schmidt, Michael Skinner

Agenda:
Approval of February 28 meeting minutes
Report from Committee co-chairs
Report from CIO
Report from Director of TLT
Report from Provost’s office
Request for support for free and shareware resources
Further discussion of proposals for reform of email listservs
Further discussion of improving response rates on course-instructor surveys
Proposal from Academic Planning for FETC to be involved in monitoring of Distance Education courses
Schedule future meetings

Actions Taken:
Approval of February 28 meeting minutes

Discussion of Agenda Items:
• Report from the committee co-chairs, Christopher Vinson and Brenton LeMesurier
  Solicitation from speaker of the faculty to submit year-end committee report to the Faculty Senate.

• Report from the CIO, Bob Cape
  o Listservs: there are listservs that are “mandatory,” where you cannot opt out or in, (e.g., faculty administration, enrolled students), used to publish urgent messages to community, only have authorized users who have authority to post to these lists. The listserv named FACULTY (and FACULTYSTAFF) can be opted in/out at discretion of individual (by default people are NOT included)—rationale is that many people are neither reading nor deleting many messages on these listservs, creating a large storage overhead. IT has no ability to control messages locally (such as rules in Outlook), can only control people on the list. Deanna: e-mail
notice to each new person at the college should clearly outline that FAC and FACSTAFF are not mandatory; update new faculty listserv each academic semester.

- Forums: Executive Committee has approved move from listservs (EVENTS, CLASSIFIEDADS, OPENDISCUSSION) to forum (SPORTS cannot be moved b/c of the high number of participants who are not part of the campus community). New mechanism in place so when someone goes to the forum for first time, they will agree to certain terms and conditions defined in a user agreement. They agree once and it applies to all forums. Move to forums should not be announced through the committee but rather should be an administrative announcement, probably through the Provost. FETC committee should provide endorsement to give due credit (signed by committee here and executive committee). We will draft the letter. Talk to tech people and implement before announcement.
- Google: going live this week with a soft launch with SGA, student employees as test. Next week, hopefully, full launch and all new registered students will receive their Google accounts at the time they make their deposit. Pull the plug on Edisto eventually, anticipated after Sept. 2011. No opt-out on Google, must agree to their Terms of Service. Working with Computer Science department to develop mobile apps. D2L has just announced mobile capabilities.

- Report from the (acting) director of TLT, Monica Harvey
  Audience response system (clickers): Permission to send out survey, feedback from small set of faculty and educational technologists--results are in. integrates well with OAKS. The majority seems to like iClickers, and TLT recommends iClickers. Only need software to gather the data with a receiver. Should the FETC draft a recommendation regarding ARS?

  Cape: Challenge for committee--put together sub-committee to serve as supported products advisory board, guidance and standards, IT would support committee. How does procurement fit in? Good to let faculty know that iClickers are the preferred product right now. IT can send out recommendation to faculty.

  Caveney: send out something by late april/may.

- Report from the Provost's delegate, Deanna Caveney
  online T+P: Bev met with TP advisory committee and faculty welfare and discussed online TP packets, to be run as a pilot in the Fall 2011.

- A request for support for free and shareware resources like Wikipedia and Mozilla
  Should we have official support for free and open source resources? Cape: maybe this should be in the purview of SPAC. Aggregating costs of licenses--come up with list of things that should be licensed.
• **Further discussion of proposals for reform of email listservs FACULTY etc.**
  Speaker requested more information on movement of listservs to forums. Do we wait to see how the forums go, and then move on towards abuse of listservs? Inconsistency between proposal and the way the listservs work.
  Harvey: we are encouraged to take note of what we dislike about forum and send suggestions to IT/TLT. Brenton: recommend that we table this discussion until further exploration about forums.

• **Further discussion of improving response rates on course-instructor surveys**
  Bishara: opt-out instead of opt-in.
  Caveney: focus groups with students only, not faculty. Tried to keep evaluation period during the same time as previously. Students were electing not to do it, not because they didn’t know about it. Provost’s office trying multiples ways to get the word out. Students believe the evaluations take too long. Students that save but don’t submit evaluations would have that information not sent. Students have ability to see SIP information-SGA provided questions that are attached to the course evaluation. Students should receive more information about what the evaluations are used for. CMP: Do students need a little more guidance to complete the evaluations throughout the semester?
  No solution to this problem.
  Ask evaluation committees at other institutions on how they handle these issues?
  Deanna will send report.

• **Possible proposal from Academic Planning that FETC be involved in the monitoring of Distance Education Courses**
  C. Michael Phillips: Faculty oversight for quality, process, evaluation, educate faculty about online instruction; academic planning more comfortable with distance, but still no traction. Talking about regular faculty (previously adjunct with history at college). This summer is a third pilot project, began in summer 2009. Intent is to keep online instruction in summer sessions - geared towards CofC students, especially non-resident students.
  Done in conjunction with TLT. Departments work with faculty and go through a process working with instructional technologists. This summer, incentives to entice faculty to try it out.

• **Scheduling future meetings**
  Proposal to go back to previous meeting time, Mondays at 3pm: April 18th.

**Other Business:**
Chris will request that marketing have the web site go live.

**Meeting adjourned:**
3:25 PM

**Next Meeting:**
April 18, 2011 at 3pm in RSS 353. [Note: this was subsequently cancelled.]
Call to Order:
The meeting was called to order at 3:30 PM, in room 353 Randolph Scott Small building.

Attendance: (not finalized) Chairs, Brenton LeMesurier and Christopher Vinson.
Members: Anthony Bishara, Jennifer Baker, Timothy Scheett, Georgia Schlau, Monica Harvey, Michael Skinner, Joshua Schmidt (student representative), Deanna Caveny, Bob Cape

Visitors: Andrew Bergstrom

Agenda:

1. Approval of the minutes of the previous meeting, December 7, 2010
2. Discussion of a proposal from Academic Affairs concerning online submission of tenure and promotion packets
3. Report from the Chairs
4. Report from the CIO, Robert Cape
5. Report from the acting director of TLT, Monica Harvey
6. Discussion of possibilities for improving response levels to the online course-instructor surveys
7. Proposals for student laptop (or other mobile device) requirement, raised again
8. Licensing and support for somewhat specialized software used by faculty in more than one school
9. Other business

Discussion:
*Proposed bylaws have been passed by the Faculty Senate.
*Introduction of three new members.
*Item 2. on the agenda: the move to online tenure and promotion packets.
Some departments have already moved to this.
Welfare wanted to clarify that this move is not mandatory.
Confidential material will still be handled through paper alone.
Discussion of ways to signal to faculty members that they are dealing with sensitive material when accessing the online packets.
Digital rights management must be added into our directory for this change to come about.
This will begin as a pilot program, with some packets processed in the current method and some electronically.

*Item 8. from the agenda: the procurement college wide licenses for software.
There is interested in anti plagiarism software to use instead of less satisfactory www.turnitin.com.
Currently departments often buy software for themselves (16 Departments are using GIS software, for example).
Is it more effective to seek a site license from IT? What about maintenance contracts?
A master list of the software that has been purchased should be kept.

**Actions taken:**
3. 57 Approval of Minutes from December meeting
   Minutes approved unanimously.

**Discussion:**
*Item 4. on the agenda: update from CIO*
   Last semester the College operated with all Banner modules implemented
   Three day workshop on high performance computing at MUSC: the opportunity
to get astoundingly complex computing done quickly. Clemson’s account is
available for student and faculty use. A follow-up meeting is being designed to
further explore interest.
   IT and College strategic plan: equipment replacement fund, awarded 1.3 million
   per year, now 850,000 per year due to tuition rollbacks.
   Google: on pace to do implementation of Google for students. When current
   students register for classes they’ll be lead through a protocol for getting a Gmail
   account. By September this will be completed for all students.
   New email accounts will be of this type: Joe.Smith@g.cofc.edu
   Request from FETC to move listservs to forum will be looked at on March 14 by
   the Executive team.
*Item 5. Update from TLT*
   Continuing efforts to survey audience response clickers – got permission to send
   out survey.
   Results will be compiled and presented to FETC then determine strategy to send
   out information to faculty.
   There are places on campus that do not and will not have wifi access.
*Item 6. Online evaluations*
   Concern about low response rate.
   Ask SGA to promote student use of these.
   What type of incentives could be given?
   How to reward students for comments not just survey completion?

4:30 -- Meeting Adjourned
Next meeting: Thursday March 24th, 3:00- 4:00 pm, 353 Randolph Scott Small building.
Faculty Education Technology Committee
Meeting Minutes: December 7, 2010

Chairs:
Brenton LeMesurier, Mathematics, and Christopher Vinson, Library

Call to Order:
The Meeting was called to order at 2:00 PM in Tate 202.

Attendance:
Chairs: Brenton LeMesurier and Christopher Vinson

Members: Anthony Bishara, Timothy Scheett, Georgia Schlau, Joshua Schmidt

Absent: Jennifer Baker, Michael Skinner

Guests: Andrew Bergstrom, Bob Cape, Monica Harvey, Mike Haskins, Amy Ostrom, Larry Stoudenmire, John Turner, Joey Van Arnhem

Agenda:

- Background of clicker use in the classroom with Joey Van Arnhem and Monica Harvey

- Update from CIO

- Departmental web site discussion with Marketing representatives Mike Haskins and Larry Stoudenmire

Actions Taken:

- Vote to approve recommendation of moving OPENDISCUSSION, EVENTS, SPORTS, and CLASSIFIEDADS listservs to community forum at http://community.cofc.edu

Discussion:

- Joey Van Arnhem of the Library presented a brief overview of the use of iClickers in her classroom, recommended the standardization of the type of clickers that departments buy. Monica Harvey of TLT recommended that TLT spearhead an effort to gather feedback from faculty and students and rate the pros and cons of the different types of clickers. Brenton LeMesurier of the committee suggested researching mobile clicker applications given the
ubiquity of mobile devices on campus.

- CIO updated committee on the implementation of RECAPTCHA technology to protect e-mail addresses in the college directory from spammers. CIO also announced the launch of Gmail for students, who will have a Gmail account created for them upon committing to the school. Faculty and staff will not migrate to Gmail due to FERPA requirements and other information security concerns.

- Mike Haskins and Larry Stoudenmire of Marketing clarified the standards for departmental web sites, taking concerns from the committee regarding the following:
  
  o Link to (or full display of) departmental directory on a department’s home page
  
  o Adding to the bank of photographs a number of department-specific photographs to display on web page
  
  o Ability to modify right menu

- Marketing indicated that all three requests above would be possible
Call to Order:
The meeting was called to order at 3:00 PM on Nov. 9, 2010 in Tate 202.


Absent: Michael Skinner.


Agenda:
Consideration of proposals from both last year’s FETC and the Provost about reforming the naming and usage of the various CofC mailing lists like faculty@cofc.edu.

Approve changes to bylaws.

Approve minutes.

Actions taken:
- Changes to bylaws approved. Will be presented to Senate for approval.

Discussion:
- The Academic Department Information Technology Representative (ADITR) will no longer be necessary given the purview of the FETC.

- The remainder of the discussion concerned possible changes to the current listserv. The problems with the current listserv: time lost reading emails on FACULTYANDSTAFF with content that should be on EVENTS, OPENDISCUSSION, CLASSIFIEDADS.

- Bob Podolsky: rename listservs to make changes obvious; add footer with guidelines; automatic subscriptions to select listservs.
• Bev Diamond: opt-out current exists on listservs; listservs need to be moderated, but who would moderate them; faculty needs to buy into notion
• Bob Cape: stress that faculty/staff need to be educated on replying to individual, not entire list;
• Bev: set up default reply list; still would be unable to prevent new threads

• Possible remedies discussed that do not involve moving to a web-based resource
  o self-policing of FACULTYANDSTAFF among faculty and staff. This would be to encourage replying to the poster alone when a post is inappropriate.
  o the use of a moderator
  o blocking the ability to use “reply all” to reach the listserv
  o offering a COFCDISCUSSION listserv rather than OPENDISCUSSION

• Presentation of a web-based “portal” rather than email-based option.
  Its features:
  can post from email
  must verify as an active member of CofC
  no anonymous postings
  will not replace mandatory administrative listservs
  can capture mistaken “reply alls” to remaining listservs
  users can see the history of posts without searching

Advantages:
  ▪ Replies kept together by threads
  ▪ Ability to view archives
  ▪ User in charge of display
  ▪ E-mail notifications on specific threads
  ▪ Embed files (stored on server in one location rather than multiple)
  ▪ Opportunity to go back and edit mistakes (or delete post) vs. sending a whole new email to whole group
  ▪ Move and copy threads, move content from inappropriate section to appropriate section
  ▪ Tagging feature, searchable metadata that searches 1 or multiple forums, private messaging
  ▪ RSS feeds to create channels within college portal, such as with CLASSIFIEDADS, targeted messaging
  ▪ Can have all posts emailed to you by group
• For the remaining version of FACULTYANDSTAFF listserv, discussion of whether Chairs and Administrative Assistants could work as gatekeepers of posts from Department members.

• A proposed change: three listservs (EVENTS, SPORTS, CLASSIFIED ADS) to become “forums” on a web-based system. This was to be taken by the FETC representatives back to their departments for consideration.

**Actions taken:**

• Minutes approved.

4:00 -- Meeting Adjourned

Next meeting: 2 pm, Tate 202, December 7, 2010
Faculty Educational Technology Committee

Draft Minutes for the meeting of October 5, 2010 (by Brenton LeMesurier)

Co-Chairs: Brenton LeMesurier and Christopher Vinson
Secretary: Jennifer Baker

Call to Order:

Brenton LeMesurier called the meeting to order at 2:00 PM on Oct. 5, 2010 in room 108 of Randolph Hall.

Attendance:

Members: Brenton LeMesurier, Christopher Vinson, Anthony Bishara, Timothy Scheett, Georgia Schlau, Michael Skinner.
Visitors: Phillip Paradise, Mendi Benigni, Monica Harvey.
Apologies: Jennifer Baker, Joshua Schmidt (student representative).

Agenda:

- Discussion with rep's from IT (Phil. Paradise) and TLT (Monica Harvey, Mendi Benigni)

Discussion:

- Phil. Paradise reported on changes in IT support, with all but student support now collocated in Bell, sharing staff, and accessed through the Help Desk phone and email contacts: help desk, classroom support, phone support. Student support remains in the library. It was noted that MS Office 2010 deployment has been postponed to the midyear break; no campus-wide Office 2011 (Mac) deployment is planned. Will research various tablet PCs and their potential use in the classroom. Provided explanation of computer replacement cycle.

- Monica Harvey discussed various ideas and activities at TLT, and expressed interest in the proposal to make the director of TLT (currently her, interim) an ex officio member of the FETC. Enhanced smart classrooms set up in Maybank 220, 300

- It was decided to invite a representative of Marketing to a meeting to discuss the recent departmental website changes [Note: this has since been scheduled for the December meeting, to allow both Mike Haskins, VP for Marketing and Larry Stoudenmire to attend.]

Next meeting scheduled for Tuesday, November 8th, 2:00 p.m.
Meeting Adjourned at approximately 3pm
Educational Technology Committee

Chairs
Brenton LeMesurier, Mathematics  Christopher Vinson, Library

Meeting Minutes
September 7th, 2010

Call to Order:
Brenton LeMesurier called the meeting to order at 2:00 PM on Sept. 7, 2010 in room 108 of Randolph Hall.


Agenda:
- Discuss addition of ex-officio members from IT and Provost's office  - Discuss how the committee can work with IT going forward  - Smart classroom/equipment maintenance

Discussion:
Members discussed various changes to be made to the description of the Committee in the FAM.

Issues raised: Should the stated mission include “To advise the Dean of Libraries on the allotment of funds for implementation of education technology”?

Should it include the Committee serving as “regular members of the President’s Information Technology Council”? Is this Council still active?

The decision was made to go to the rules committee with suggested changes.

A suggestion was made regarding the need to advertise better the phone number for helpdesk, both generally (to be found in a search on the campus webpage) and in the classrooms themselves.

A discussion was had on the role Marketing plays in approving format changes to department web pages.
A request was made for more support for GIS use by faculty. Grants can be contingent on the College offering such support.

A request was made for more data-based, data-mining support for statistically-based software.

The idea of school-based liaisons having roles that cater to the school’s needs was raised.

Bob Cape represented IT’s position in relation to the Committee. The Administration’s needs have been determined and addressed through the Battery Project. There is interest in addressing the needs of academics on campus. The Academic Department Information Technology Representative (ADITR) Committee was discussed as not particularly effective in determining these.

3:00 -- Meeting Adjourned

Next meeting:

Tuesday, October 5th, 2:00 p.m.