September 13, 2022   12:00-13:30

Zoom

Attending: Brad, Bud, Jiban, Amy, Lorrie, Maria, Sandy, Maryam, Crystal, Sharon, Corey, Sheard

Agenda:

- Welcome Back & Introductions
- Updates – last year (Brad)
    o Digital Education
    o OIT - AHEC Classrooms – minimum viable classrooms
    o OIT – Network Usability
    o Proctorio
    o Ethical/Accessible IT Procurement
- Looking Ahead (Brad and Bud)
    o Introductions new OIT leadership
    o Regular reporting from Sharon (OIT), Crystal (TIPS), Sheard (Network)
    o AIHEC Classrooms remain on the list as updates/keep an eye on
    o Proctorio (and any faculty training related to this) should be a regular/work-on topic. Resources for this?
    o Data tracking activities (e.g., student success dashboards du jour)
    o Faculty reporting (FAR report) and alignment of activities w/strategic plan and DEI
    o Ethical purchasing. One challenge is the distributed purchasing in the university. How do we get these distributed purchasers (us) to think about this and make it part of our culture?

Notes from Zoom chat:

Amy: New evidence that Proctorio doesn't work: https://ris.utwente.nl/ws/portalfiles/portal/275927505/3e2a9e5b2fad237a3d35f36fa2c5f44552f2.pdf

Amy: I agree that Proctorio should remain a priority. And ethical procurement. And looking into student data.

Crystal: Amy, I am happy to get the instructional design team in TIPS together to discuss scope and timeline.

Sharon:

OCM Updates:

- Have you heard any chatter about the 9-month faculty pay changes? I would like to ask your help with letting me know what you are hearing and to please ask in Faculty Assembly, as well.

- We talked about the My Leave replacement Time & Labor at our last meeting. We have taken a step back to review the scope of this project and the timeline will look different, as well as

potentially the project. More to come next meeting -- just wanted to let you know that we are delayed in out reach for this one.

- CU Denver Building and Business School are both implementing badge access. LSC is under discussion for what this may look like. Please help with reminding students, faculty and staff to have and wear their ID badge when on campus -- both main campus and our buildings across Speer.

- Preferred name is now live in Self-Service in the employee portal. I am following up on when we can start communicating, but you can let your folks and Faculty Assembly know that it is now available.

   - Preferred name is also live in CU-SIS. The most recent CU Denver News includes the steps for both.

Zoom

Attending: Bud, Lorrie, Manish, Katie L, Corey, Amy, Maryam, Crystal, Sheard, Sandy

Agenda:

- Course modality definitions: Katie Linder
  - During the pandemic, we re-did some definitions to define "remote." "Synchronous" online courses were assigned to "remote."
  - "Remote" was really a pandemic label, and you could come back at any time. Therefore, students signing up for remote had an on-campus fee.
  - Confusion: is an online class w/synch component "remote?" Because "remote" carries a fee for students that "online" does not.
  - AH: implications for some student groups like veterans on GI Bill, or international students on visas.
  - KL: maybe we specify "online" as either synch or asynch? And keep "remote" as an option for courses which may come back to campus? Or get rid of "remote?" These are open questions which we need to address. We may also need to talk with Anschutz registrar because they have other situations.
  - MD: what if we had a course where it was online but we wanted students to come to campus for exams? KL: that would be "hybrid" since there is a required on-campus component.
  - SZ: we need to be mindful of tech capabilities of students and classrooms
  - KL: what was the role of FA in the past designation of these modality definitions? What changes are needed here? What might be possible solutions? What about Anschutz?
  - BT: we could deliver a statement to KL on this by...??
  - AH (from chat): So then maybe "remote" would generally not be one of the modalities we plan to use, but we only "activate" it in emergencies, converting any course that needs to in that case?
  - Jenn St Peter can help us understand the fee issues.
  - John Butt at Anschutz – he is the one to talk to about this over there.
- Reports from:
  - TIPS (Crystal):
    - Have done 31 training sessions this semester, over 150 people registered. Canvas, Panopto, ...
    - We now have an enterprise license for Poll Everywhere, working with OIT to get that ready to go. Training on PE coming up soon. It has a Canvas integration too.
    - https://www.ucdenver.edu/tips/workshops-events

- - - SZ: can we find out how these tools collect student data? CG: yes we should be concerned about this, but we audit this before adoption.
    - MS: who is on the group that adopts a new tool? CG: the security and compliance team has a process. This relates to our procurement guidelines. On the roadmap to make this more transparent.
    - No discussions yet on Proctorio training – waiting for our group to discuss
  - OIT – Project Management (Sharon):
    - Not present
  - OIT – Classroom AV (Corey):
    - Classroom audit project update: finished the process, walked all CU Denver owned classrooms to see if they meet tech standards. Finished audit and presented it to KL and leadership. Will present findings to faculty. More to come. Communication this fall about listening session related to this. This will come through Katie. Want feedback before defining a campus standard.
  - OIT – Networks (Sheard)
    - Have scanned building networks for changes so that they can do some work (in North Classroom sp) when they secure funding. What are the priorities? What might come first?
    - MS: what are we talking about with network upgrades? SG: WiFi.
    - What can we do to help the most people with the funding we will (?) get?
    - Sheard will share some audit results etc in our Teams files section.
    - MS: what can this group do to help? SG: Advocate for these network needs, tell admin how it affects our work.
  - Meeting with AVC for Faculty Affairs (Bud):
    - MS: maybe ask about some kind of university tech resources for students who lack resources?
    - LE: library checks out laptops (14-20?) at the beginning of the semester, but resources are very limited and gone within 1 hr. Also hotspots that can be checked out.
    - MD: ENGR has laptops to check out to their students but it does not meet student needs. MS: CAP has this too.
    - SZ: who is eligible to check out laptops? LE: any 3 campus student or faculty.
    - BT: SEHD has a bunch of laptops that our students can use.
    - LE: will get details on costs and funding of hotspots.
- Proctorio:
  - next steps in discussion?
  - Faculty development
- NEXT STEPS:
  - Course Modality definitions work – prioritize this
  - Proctorio – what can we offer to TIPS for training ideas?
  - Procurement, and sp tech for our students

Zoom

Attending: BT, CP, SG, SH, LE, MD, MS, AH , SZ,

Agenda:

- Reports from:
  - TIPS (Crystal):
  - OIT – Project Management (Sharon):
  - OIT – Classroom AV (Corey)
    - Classroom audit findings and upcoming feedback sessions
    - https://www.ucdenver.edu/offices/provost/office-of-the-provost/online-education/classroom-technology-audit-project
  - OIT – Networks (Sheard)
- Course modality definitions discussion (see notes below)
  - Bud share info on student fees for courses/modes, hyflex, AMC notes
- New topic to take up? FCQs. See minutes from last week's FA meeting
- Proctorio:
  - Faculty development

Course modality notes from meeting:

Notes from 11/8 committee meeting:

4 designations:

- On-campus: in-person course meetings
- Hybrid: combination of meetings types (e.g., face to face + online, online sync + async, etc)
- Remote: synchronous meetings not in-person (Zoom, etc) no on-campus fees
- Online: asynchronous learning not in-person

Attach an attribute for courses offered ' HyFlex fashion. This attribute would be visible to the students at registration

"In case on an emergency, course modality may change mid-semester"

Pro-rate fees if modality changes to remote

Zoom

Attending: BT, SZ, AH, JK, SG, NH,

Agenda:

- Welcome Nik Hunnicut (OIT)
- Reports from:
    - TIPS (Crystal):
        - Not present
    - OIT – Project Management (Nik):
        - Hypothesis pilot will (likely?) come to an end. Nik meeting with Hypothesis to investigate costs. We would lose the Canvas integration.
    - OIT – Classroom AV (Corey)
        - Not present
    - OIT – Networks (Sheard)
        - Project to upgrade WiFi in NC.
        - Data center outage on Dec 3 (~4 hours). False positive on fire alarm. Discussions of fix in progress.
- Course modality definitions: [Statement to KL](#)
    - Discuss and edit, then send to her today?
    - Open questions: Who is the audience for this statement? Will it supersede existing documents describing modalities?
    - Bud will email current doc to KL with these questions. We would like to revisit this pending answers to the Q's
- New topic: FCQs.
    - Where to start, what to investigate and read
    - Bud will bring this up in the FA ExComm mtg in January to get some more detail on our charge wrt this topic.

Agenda and Minutes for Tuesday Feb. 14 2023 (3:00-4:30pm via Zoom)

https://ucdenver.zoom.us/j/94577776037

Attending: BT, CM, MFM, AH, MS, LE, SZ, NH, SG, CG, JL, JK, MD

Agenda:

- Credly system for Badging (Jeremy Lingle) 20 minutes
  - Our committee needs to discuss what we want/see our involvement in this conversation to be. For example, do we have a role beyond working on these committees?
  - We will say that we have not been consulted in this and to please not to list our committee as a collaborator. But if we have a formal charge regarding this topic, we will take it up in committee.
- Knowledge base platform for faculty support (Crystal) 10 minutes
- ChatGPT (Crystal and others)
  - Next Thinq/TIPS convo on March 7.
  - Does our committee need to write a statement on ChatGPT at some point? This is an open question.
  - How are we engaging students in this convo about ChatGPT?
- Course modalities redux (our statement on the topic)
  - "I think the primary audiences for the original definitions were students and faculty to help clarify their choices for courses and design, respectively. A couple of secondary audiences that we might need to include at this point would be our budget office and the registrar's office since they have been using these definitions for other purposes. I would imagine that we don't want several different definitions floating around that could be in conflict with one another, so we might want to consider if a revised set would replace the older set. Once we have something that you feel comfortable circulating, it might be useful to bring a group together for further discussion. A couple other pieces of feedback for your consideration: I think these read well as student-facing statements. For faculty, admins, and academic planning, some context on percentage of different modalities for each definition (e.g., if I have a remote course, how much can be asynchronous work? How do we decide when it becomes an online course?) may be important for planning and enrollment projections. The hybrid definition diverges a bit from what I've seen of the industry norm; let me know if you want to consult with anyone from the TIPS program development team if they can help provide some additional resources here.
- Any OIT reports?
- Other news

Agenda and Minutes for Tuesday Mar. 14 2023 (3:00-4:30pm via Zoom)

https://ucdenver.zoom.us/j/94577776037

Attending: BT, CM, AH, MS, NH, MD, CG, CP, JK

Agenda:

- Announcement: updated course modalities statement sent to K. Linder
- Any reports?
  - Crystal (TIPS)
    - CETL Director position posted. Looking for a UCD employee, 50% https://cu.taleo.net/careersection/2/jobdetail.ftl?job=29291&src=JB-BB-10227
  - Sheard (networks)
  - Nik (project management)
    - Calendly: put in a ticket to service desk and they will fix it. It is not a security risk for us at UCD.
- (30 min) Classroom audiovisual baseline standard (Corey Parham)
  -
- (15 min) Microcredentialing and Badging. How can/should LETTS be involved?
  - Microcredential working group: https://www.ucdenver.edu/offices/provost/office-of-the-provost/online-education/microcredentials-working-group
  - Badging working group: https://www.ucdenver.edu/offices/provost/office-of-the-provost/online-education/badging-working-group
  - Asynchronous "interest group" in Teams
- (20 min) ChatGPT updates:
  - Storm, Amy, and Crystal attended the recent TIPS/Thinq discussion. Any updates?
  - Next steps for us?
- Other business

Agenda and Minutes for Tuesday May 9 2023 (3:00-4:30pm via Zoom)

https://ucdenver.zoom.us/j/94577776037

Attending:

Agenda:

- Updates from Katie Linder (30 min)
  - Classroom audit next steps (building off Corey's presentation)
    - Email updates from K. Linder are in the LETTS notebook here in Teams
    - Questions about upgrade to "proprietary" departmental classrooms
    - What do we know about usage statistics for all (even departmental) classrooms?
    - Can we see the budget for the classroom AV upgrades?
  - Microcredentialing and Badging updates
    - Final reports forthcoming from each group – draft reports have been shared with shared gov leadership
    - May be a need for steering committee group for these topics going forward. Someone from our group may/should represent
  - Q&A
- Reports:
  - Crystal (TIPS)
    - Prepare for developing advice on AI
  - Corey (Classroom AV)
  - Sheard (Networks)
  - Nik (Academic Teach)
    - Proctorio/Respondus Monitor
- Summer conversations
- Parking lot:
  - Advice for faculty who are using new Respondus tool
    - Work with TIPS to see who is using it, have they engaged in training, etc
  - AI in teaching...
    - Syllabi statements on AI in the class – maybe we take a look at these in the fall