

Agenda and Minutes for Tuesday September 12 2023 (1:30-3:00 pm via Zoom)

<https://ucdenver.zoom.us/j/4447342010>

Attending:

Agenda:

- Welcome back! Quick intros
- Katie Linder updates (20 minutes)
 - Course modalities updates. Next step would be to bring this updated proposal the FA
 - Remote would only be engaged (by the university) in emergency situations. Not to be specified by dept, etc
 - Online synchronous would replace the current use of remote
 - Online asynchronous
 - Proposal to assign percentages to Hybrid definition (F2F/online). 1%-50% or 51%-99% “online engagement.” HyFlex lives within this hybrid definition.
 - Microcredentials and digital badging updates
 - Reports forthcoming soon (next week or two)
 - Recommendation to form governance body to oversee this work.
 - “Academic Innovation Advisory Council” will be formed (will also discuss this and AI, etc). This group will include staff and students.
 - The group charge has not yet been solidified
 - Need to figure out the relationship of this group and LETS, and the connections between the two.
- Crystal updates:
 - Classroom Technology Audit Project (w/Corey)
 - Prototype room (baseline tech + remote tech) to be built, probably in North. This will be ready for the start of spring 24, then we can give feedback.
 - Mass upgrade/deployment in summer 24
 - ChatGPT (plans from TIPS)
 - Workshop on syllabus statements related to AI (~30 attendees). Recorded and available
 - Upcoming workshop on using AI in your assignments (in collab with Kate G at CETL)
 - Upcoming workshop on using AI tools.
 - Respondus Training, Proctoring use at CU Denver (3 business, 1 math)
 - ~50 faculty have participated in workshops, some dissatisfaction with the tool
 - Disability Committee Work - Blackboard Ally
 - Tool that lives in Canvas to flag inaccessible content
 - TIPS Knowledge Base update
 - In progress
- Possible topics/tasks of importance for this AY:
 - AI in teaching and learning

- ethical procurement of software+1+1
- data ethics, transparency of learning data +1+1+1+1
- Standardize (default) course navigation in Canvas +1 +1+1
- Assessment strategies (use of test proctoring software)
 - Return to the idea to require people who want to use remote proctoring to take a workshop & remote proctored test on assessment & equity first
- The hybrid definition % thingy – maybe this is just out of faculty control and we have to live with it but it's going to cause a lot of problems I think
- FCQ data mining – reimagine assessment tools for faculty (is this relevant to this group??)+1+1
 - Bud will check and see where this convo is within FA at large. Should we have a role in this specific to LETTS?
-

Faculty Assembly / Learning, Education, Teaching, Technology, and Scholarship

AY23-24

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Membership

- Bud Talbot (chair) | School of Education & Human Development
- Jiban Khuntia | Business School
- Amy Hasinoff | College of Liberal Arts & Sciences
- Dot Donovan | Auraria Library
- Charles Musiba | College of Liberal Arts & Sciences
- Maria Fernandez-Martinez | College of Liberal Arts & Sciences
- Storm Gloor | College of Arts & Media
- Lorne Bregitzer | College of Arts & Media (guest?)
- Sandy Zook | School of Public Affairs
- Maryam Darbeheshti | College of Engineering, Design & Computing
- Priyanka deSouza | College of Architecture & Planning

Ex officio

- Crystal Gasell | TIPS
- Nik Hunnicut | OIT – Academic Technology
- Corey Parham | OIT - Classroom AV
- Sheard Goodwin | OIT – Network

Agenda and Minutes for Tuesday October 10 2023 (1:30-3:00 pm via Zoom)

<https://ucdenver.zoom.us/j/4447342010>

Attending: BT, AH, MF, NH, MD, CP, PD, DD, CG, SZ, JK,

Agenda:

- Ex Officio Member Updates
 - Crystal
 - AI training – see pdf in files. Please share.
 - Nik
 - Hired new LMS admin – this person would be Tier 2 support for Canvas, etc
 - Corey
 - Proof of concept room NC 1405 to be installed by end of December.
Hopefully can play with it during spring semester. Maybe LETTS can have a F2F in this space in spring.
- New Topic: COI involving faculty assigning/requiring their own text to be purchased by their students. No policy exists for this. Should there be one?
 - Question: is this in the COI we have to submit each year? And do adjuncts even complete the COI? Accessibility to the resource (freely) seems to be the most important issue for us.
 - Perhaps we should refer this to the Ethics committee
 - Bud will respond to the faculty member who contacted us and state that issue does not fall within our purview so we are referring it to the ethics committee
- Data ethics and transparency of data use
 - AH: evaluation of new systems when they are procured and how they use data (e.g., student data). Broader than security – involving ethics,
 - S Maybe our role is to create a rubric of selection criteria for tools related
 - Should LETTS develop a position statement on this topic?
 - CG: data in Canvas – who has access to it and how can it be used? The governance of data in Canvas falls onto the registrar.
 - We will search around and see what other IHE's are doing related to this
- S Standardized Default course navigation in Canvas
 - LETTS would discuss what to have in the Default Canvas course nav (what elements).
 - Could depts, colleges, and campus set their own defaults?
- O Other business/topics
 - Otter.AI

Otter.ai is a transcription and notetaking tool. Designed to support students with taking better notes during class and increase retention during post lecture study.

Otter.ai Features:

- Record audio lectures
- Live transcription
- Import audio and video files for transcription
- Highlight content
- Import images
 - To review: <https://its.uiowa.edu/alert/127266>
 - To review: <https://georgetownlawtechreview.org/ai-transcription-isnt-working-for-students-with-disabilities-heres-how-to-fix-it/GLTR-11-2022/>
 - To review: <https://community.zoom.com/t5/Meetings/Stopping-users-with-Otter-ai-from-joining-meeting/m-p/115296>

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Agenda and Minutes for Tuesday November 14 2023 (1:30-3:00 pm via Zoom)

<https://ucdenver.zoom.us/j/4447342010>

Attending:

Agenda:

- Ex Officio Member Updates
 - Crystal
 - AI – [last workshop Dec 1](#)
 - Instructional Accessibility Specialist (.4 FTE). Funded for 2 years through DEI office and TIPS, for Ally implementation and documentation.
 - Nik
 - Anthology Ally Launch – Dec 18 launch for spring use. Training through TIPS. Orientation communication to faculty in January. There will also be a communication to students through Canvas.
 - Respondus Monitor Usage and Survey. At CU Denver, ~2,000 students using it in 62 classes (~55 faculty members). Survey to faculty in January about use.
 - Corey
 - [Classroom Upgrade Status and Summer 2024 List](#)
 - Dec 18 upgrade will happen in NC 1405. We can check it out in Jan-Feb
- New quick question from Antonio Farias:
 -  What would we (faculty) think of a pop-up message in Canvas prompting students to respond to the Pulse survey (Nik chime in on this topic)
 - We all agree that this is not a good use of Canvas announcements/pop-up messages. Bud will reply to Antonio
- New important topic: Policies and Procedures for researcher access to data, esp. Canvas/LMS data
 - Concerns/issues:
 - What does our contract with Instructure say about data use? CU owns the data and it is ours. The Provost is the owner of the data.
 - <https://www.cu.edu/security/data-trustees>
 - How are students and faculty opted out or in?
 - A policy is needed for this kind of data access
 - There is strong feeling that access to this data should be via opt-in by students
 - Perhaps we are not the ones to create such a policy. Another separate team/committee could be developed to take this up. We could recommend the creation of this committee. Legal should be involved, as should faculty, data owners, COMIRB, and students.
 - This situation also raises concerns about the Grand Challenges process. Why was this project granted?

- Canvas data (and perhaps other digital data) needs to be clearly specified in this document: <https://www.cu.edu/security/data-trustees>
- Letter addressed to Sasha, FA ExComm, Katie, Matt M, Beth M, Provost Nakuma
- Other business
 - LETTS leadership next year

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Agenda and Minutes for Friday February 9 2024 (1:30-3:00 NC 1405)

<https://ucdenver.zoom.us/j/4447342010>

Attending:

Agenda:

- Ex Officio Member Updates
 - Crystal
 - Anthology Ally Update – Current Usage, Ally Ambassadors, Next Steps
 - 7% of all courses have opened the course accessibility report.
 - 7 Ally ambassadors spreading the word.
 - At this stage, trying to increase awareness
 - Person working 15 hrs/week to help with course accessibility
 - TIPS Faculty professional learning survey -
https://ucdenver.co1.qualtrics.com/jfe/preview/previewId/d8f839a2-99ff-4d60-8e68-b585354677dd/SV_enXoKxljUyzuUwS?Q_CHL=preview&Q_SurveyVersionID=current
 - Nik
 - Respondus Monitor Usage and Survey. Draft of survey https://olucdenver-my.sharepoint.com/:w/g/personal/nikolas_hunnicutt_udcdenver_edu/EctTOgeygUtPs2NMn9gwqaoB1JOhGqjGqdoldS9L6a0PDQ?e=fbqlOO&isSPOFile=1
 - 102 courses have used it on Denver campus. 2590 students have used it
 - **Please comment on the survey in the next week if you like**
 - Corey
 - Classroom walkthrough and feedback session (corey is ooo, crystal will cover)
 - This classroom is a Tier 2 classroom which includes the hybrid tech (ceiling mics, cameras)
 - To start, rooms will be Tier 1 (no hybrid tech)

- How do we decide how many Tier 2 classrooms there need to be? Maybe survey at the department level about hybrid classroom needs
- 100 UCD classrooms to cover (and some department owned rooms that will be their responsibilities)
- It is about double the cost to go from Tier 1 to Tier 2
- Summer 24: upgrade 25 classrooms in NC (and maybe SC) to Tier 1, upgrade 4 classrooms to Tier 2
- What is the long-term plan for upgrading these rooms once built out? How will the planned upgrades (both Tier 1 and Tier 2) impact down the road updates?
- Open house being planned for mid-March where people can come and check it out and give feedback
- Maybe we can invite people who we would like to get feedback from and get them to come and check it out. Crystal can schedule it for anyone.
- Other business for March meeting
 - Resurface Standardized Canvas course navigation conversation
 - AI tools in Zoom, Otter AI, etc.
 - AI will be discussed at AIAC meeting in March

Agenda and Minutes for Tuesday March 14, 2024 (1:30-3:00 pm via Zoom)

<https://ucdenver.zoom.us/j/4447342010>

Attending: CM, CG, AH, PdS, NH, DD, CP, SG, MD, BT, SZ, JK

Agenda:

- Ex Officio Member Updates
 - Crystal
 - TIPS survey update? (Thank you for the feedback, has been pushed to April, TBD)
 - New IPA just started, Ally trainings, Microcredentialing stuff,
 - Nik
 - Respondus Monitor usage survey update? Update next month.
 - Corey
 - Updates on classroom upgrades?
 - Approval and funding for phase 1 of the project. 6/1-8/1 will be upgrading 25 NC rooms (CU Denver owned spaces). These will be Tier 1 upgrades (Baseline).
 - Room list will be published on the website
 - Sheard (not attending)
 - The phone survey Sheard talked about during the last meeting went out
- March topics to discuss:
 - Standardized Canvas course navigation conversation
 - We seem to think that the default nav should be kept to a minimum number of elements
 - Grades, Assignments, Modules, Announcements, Syllabus, Quizzes,
 - Maybe we need to have a good picture of what a new faculty gets in terms of Canvas training (other than importing someone else's course)
 - AI tools in Zoom, Otter AI, etc.

- Turnitin contract will not be renewed
- LETTS leadership next year – Bud will not be available

Agenda and Minutes for Tuesday April 9, 2024 (1:30-3:00 pm via Zoom)

<https://ucdenver.zoom.us/j/4447342010>

Attending:

Agenda:

- Ex Officio Member Updates
 - Crystal
 - Nik
 - [Respondus monitor survey results](#)
 - Canvas course default navigation update
 - Corey
 - Sheard
- LETTS leadership next year – Who would like to serve as chairperson?
- April topics to discuss:
 - FYI- changes to Regents Policy 5J
 - [Regent Policy 5](#)
 - [Regent Policy 5J March 24](#)
 - [Regent Policy 5J Justification Memo](#)
 - AI
 - Anschutz tools
 - <https://www.cuanschutz.edu/offices/office-of-information-technology/news-initiatives/cu-anschutz-office-of-information-technology-newsroom-new-ai-tools-approved-for-university-use->
 - Boulder Zoom
 - <https://oit.colorado.edu/services/conferencing-services/web-conferencing-zoom/help/ai-companion>
 - “Zoom does not use any of your audio, video, chat, screen sharing, attachments or other communications-like customer content (such as poll

results, whiteboard, and reactions) to train Zoom's or its third-party artificial intelligence models. In addition, we have updated our TOS and in-product notices to reflect this.”

- Questions and concerns:
 - What are our guiding principals?
 - There seems to be a lack of guidance for use
 - Will these AI tools be on my default? Or would one have to enable them? In other words, is it opt-in?
 - Data privacy concerns and data use for unintended purposes.
 - How can we ensure transparency around the adoption and use of these tools and the data resulting from them? How will this be communicated to university stakeholders? Do we have a roadmap for AI tools adoption?
 - Bud will reach out to Doug Sicker to discuss this stuff