

## Faculty IT Advisory Committee

Monday November 18, 2013

12:00pm — 1:30pm

Committee Members Present: Aline Soules, Andrew Carlos, Nancy White, Kevin Brown, Jiming Wu, Jessica Weiss, Mitch Watnik

Committee Members Not Present: Gwyan Rhabyt, Grant Kien,

IT: Matt Collins, Ron Santiago, Cathey Hurtt, Tim Druley, Terry Smith, Bernie Salvador

Special Guests: Donna Wiley, Jodi Servatius

### 1) Approval of Agenda

Mitch or Borre are not present to give their reports; remove “Report of the Chair” and “Report of the CIO”.

Agenda was approved otherwise.

### 2) Approval of 11/4/13 Minutes

Matt: Endre is posting the minutes and other meeting docs on Senate website.

Matt: Ron is reviewing the items from the FLC for Teaching with Technology memo. Ron will present findings of the review at the next FITAC meeting.

Matt: Asked about Data Integrity Policy. Aline says that Mitch has this now, and it's out of her hands.

Matt: Asked about LMS Evaluation Committee member nominations.

### Action Items:

- **Kevin would like to add Levent Ertaul to the list of possible LMS Evaluation Committee member nominations in the 11/4/13 meeting minutes.**

Minutes approved.

### 3) Campus/Faculty Directory and Faculty Profiles

Jiming: Would like to add a link to the Faculty Profiles in the main Campus/Faculty Directory.

Tim: Thinks we can add this link, but need to investigate.

Cathey/Tim: Did a demo.

Cathey: We are automatically bringing over courses from PeopleSoft into the Faculty Profiles. Would like to bring over office hours from PeopleSoft in the future.

Aline: Hours are not currently in PeopleSoft. Faculty posts office hours in the course syllabus, or on their office doors.

Jessica: The dept admins usually post the office hours on the office doors.

Tim: There doesn't appear to be a standard way that office hours are posted/communicated.

Cathey: Would like to have a data source where they can pull in the office hours into the Faculty Profile pages.

Tim: The instructions for how to update profiles needs to be revisited.

Cathey: Will investigate why certain things (like photos) can't be edited (Aline said she couldn't change her photo).

Andrew: Just tried uploading something to his profile, and he got a message saying that he doesn't have permissions.

Kevin: Really likes the courses being in the profile now. Would love to have office hours on the profiles too.

Cathey: If we can get everyone to agree to put office hours in a standard place, then they could pull these into the Profile pages.

Cathey/Matt: Will check with Andy to see if there is a good place in PS to store the office hours.

#### **Action Items:**

- **Cathey and Tim to investigate the following:**
  - o **The possibility of adding a link to the Faculty Profile page from the Campus/Faculty Directory.**
  - o **Why some faculty users appear to have insufficient permissions to make certain changes to their own Faculty Profile (such as uploading a new image of themselves).**
  - o **If a central location (such as PeopleSoft) can be identified and agreed upon for storing office hours data, so that this data can be pulled into the Faculty Profile pages.**

#### 4) Student Learning Assessment Process using Blackboard Outcomes

Donna: Gave a quick intro, introduced Jodi as the Project Manager.

Jodi: Gave a high-level overview of why this project is important (i.e., ensuring that students are achieving the desired learning outcomes through their coursework).

Donna: Gave a presentation (Powerpoint presentation is available for review)

- How Blackboard Outcomes is used in the Assessment Process
- Overview of Bb Outcomes Implementation Process
- Long-term Next Steps
- Levels where rubrics are used. SLOs (student learning outcomes) vs PLOs (program learning outcomes) vs ILOs (institutional learning outcomes)

Aline: Where do the names get stripped out of assignments? She doesn't let students submit assignments without names.

Donna: This needs to be discussed. Some assignments should not have names on them.

Nancy: Bb keeps track of who the assignment was submitted by (without requiring the name to be included on the assignment).

Andrew: What if assignments are submitted without using Bb?

Jodi: If an assignment is part of an assessment, it would have to be submitted in Bb as well.

Nancy: She did an assessment before without Bb (manually), and it was very time consuming. She is participating in the Outcomes pilot, and it is so much easier to do the assessment work in Bb.

Aline: Difference between grading and assessment. Faculty may be concerned that the assessment data will be used against them (to evaluate their performance).

Bernie: Did a demo of Outcomes, from a Faculty Member's point of view.

- Faculty member creates an assignment.
- Faculty member aligns goals to the assignment.

- Faculty member can control whether or not to show students a description of the goals / learning outcomes that are aligned to a particular assignment.
- Faculty member can also control whether or not to show students the rubric used for the assignment.
- Bernie discussed/showed quickly how assignments are sampled and collected, how evaluators are notified when they have been given assignments to evaluate, how evaluators use rubrics to evaluate the assignments, how Bb manages the evaluation process among the various evaluators, how Bb analyzes the results of the evaluation.

Jiming: Why would you have to download the assignments, rather than just view them in Bb?

Bernie: Bb is working on this, but for now, you have to download the assignments to evaluate them.

Donna: Faculty can then analyze the results of the evaluation to see if any changes need to be made to the assignment or program coursework going forward.

Nancy: When will this be ready for everyone?

Bernie: Need to test out and verify the goals data before moving this data to the production environment.

Donna: For the people in the pilot, they will be able to align goals to assignment before the end of this quarter. Then we will talk to others to see who will go next after the pilot.

## 5) Class Climate

Donna: Gave an update on this.

- Fall: All classes will be evaluated online.
- Winter: Academic Senate will make a decision about the evaluation process going forward, and whether or not all evaluations will be done online.
- Response rate can be significantly lower for online evaluations (compared to evaluations done on paper in the classroom).
- Faculty are being asked to strongly encourage their students to complete the online evaluation, and to consider allowing students time to complete the online evaluation during class time. Response rates seem to improve when students are encouraged by the faculty to complete the evaluations.
- Research so far has indicated that even if response rates are lower, the results don't seem to be significantly different than results when response rates are higher.
- Online evaluations should streamline the amount of work needed to perform and manage the evaluations (since the paper evaluation process is very labor intensive).
- The instructor gets a reminder if the response rate is below a certain threshold (so that the instructor can remind students to respond).

Jiming: Is this online evaluation system part of Bb?

Donna: No, it's a separate system (Class Climate) outside of Bb.

Matt: All of the course data is loaded into Class Climate from PeopleSoft.

## 6) Report of the Chair

Mitch: Senate wants a revised charge for the ITAC in order to make this a permanent committee.

- Student involvement: This is not a standing committee. There is a Student ITAC, so student involvement may not be necessary for this committee.
- This ad-hoc committee has been renewed for 1 year.

7) Future agenda items

Matt: Next meeting on 12/2/13

Matt: Proposed agenda items:

- Utelogy Project update – Rich Avila
- Bb Mobile
- Feasibility Review on FLC for Teaching with Technology Memo – Ron Santiago
- Lab Capacity Concerns – Mitch

Kevin: Cell Tower plan? Lack of coverage on campus.

Nancy: Putting IT people in the departments. Some faculty are not pleased with the current Service Desk support, and would like to have IT support physically located in/near the departments.

8) Adjourn at 1:37pm.