

## **Faculty Committee on Educational Technology Minutes, meeting of Monday October 13, 2003, draft**

Science Center room 106

Meeting called to order at 5:03pm

**Present:** Jeff Wragg, Chair; Caroline Enten (SGA representative); Bob Fowler; W. Frank Kinard; Brenton LeMesurier, Secretary; David Mann; Michael Phillips; and two guests: Chris Starr (Computer Science) and Noah Wasielewski, (Phys. Ed. & Health).

1. The new SGA representative, Caroline Enten, was introduced.

### **2. Freshman IT literacy survey**

David Cohen wishes to report on the results of the trial freshman IT literacy survey results, but could not attend today, so this will be scheduled for the next meeting. Several committee members reported problems trying to do that online test, including one Windows user and all Macintosh users who tried. Concern was also expressed that it requires downloading of software to each test-taker's computer.

### **3. Electronic faculty and course evaluations and related issues**

Chris Starr and Jeff Wragg reported from the new committee on electronic course evaluations ("ECE").

**3(a)** The ECE committee has asked for our advice on setting policies for such evaluations, such as concerns that responses are truly confidential, and ensuring a sufficiently large, representative and reliable response. They will share with this committee information they are gathering on such things as experiences in this field at other institutions. Other possible issues raised are that many students might only respond in cases of extremely good or bad impressions of a course of professor.

**3(b)** The most likely vehicle will be Cougar Trail, which led to a discussion of the privacy concerns involving the use of Social Security numbers as IDs for that system. It was decided that Chair Jeff Wragg should contact the College's legal counsel Andy Abrams and the provost urging them to move away from this usage. Other ID options such as College email usernames were discussed.

**3(c)** Another confidentiality issue related to Cougar Trail arose in this discussion; that it allows faculty members access to much information about all students, even when there is no need to know such as being an advisor. It was decided to recommend that a notice be displayed each time that such student records are accessed, reminding faculty members of the legal limitations on such access.

### **4. New Business**

Bob Fowler and David Mann passed on a faculty member's concern at having been told that Eudora will no longer be supported for email. This relates to the levels of support discussed in the College's Information Technology General Policy Manual, currently under development.

It was decided that the committee should compare the final policies adopted to the drafts that the committee reviewed last academic year.

[Note: the adopted versions of all such policies are available on the College's website at <http://www.cofc.edu/technology/policies/> and the drafts considered by this committee are at <http://math.cofc.edu/lemesurier/FETC/ITPolicyProposals/>

The adopted Desktop Computer Support Policy gives level 1 support status (the highest) to Eudora.]

### **5. Notices**

Jeff Wragg has been appointed to the Information Technology Steering Committee, replacing Brenton LeMesurier.

6. The meeting adjourned at approximately 6pm.

Submitted by Brenton LeMesurier, October 14, 2003