

## **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*
  - 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.]