

FOR MORE INFORMATION, CONTACT:

Jayne Harvie, Faculty Senate Office
474-7964 jbharvie@alaska.edu
Zoom Link: <https://zoom.us/j/783449259>

AGENDA
UAF FACULTY SENATE MEETING #209

Monday, October 12, 2015 – 1:00 - 3:00 PM
Wood Center Carol Brown Ballroom

- | | | | |
|------|------|---|---------|
| 1:00 | I. | Call to Order – Debu Misra | 4 Min. |
| | | A. Roll Call | |
| | | B. Approval of Minutes to Meetings #208 | |
| | | C. Adoption of Agenda | |
| 1:04 | II | Status of Chancellor's Office Actions | 1 Min. |
| | | A. Motions Approved: | |
| | | 1. Motion to approve Unit Criteria for the Justice Department | |
| | | B. Motions Pending: <i>None</i> | |
| 1:05 | III | A. President's Remarks – Debu Misra | 15 Min. |
| | | B. President-Elect's Remarks – Orion Lawlor | |
| 1:20 | IV | A. Interim Chancellor's Remarks – Mike Powers | 20 Min. |
| | | B. Provost's Remarks – Susan Henrichs | |
| | | C. Interim VC for Research – Larry Hinzman | |
| | | D. Members' Questions/Comments | |
| 1:40 | V | Public Comment | 5 Min. |
| 1:45 | VI | Governance Reports | 10 Min. |
| | | A. Staff Council – Faye Gallant | |
| | | B. ASUAF – Mathew Carrick | |
| | | C. UNAC – Chris Coffman | |
| | | UAFT – Jane Weber | |
| | | UNAD – Katie Boylan | |
| | | D. Athletics – Dani Sheppard | |
| 1:55 | VII | New Business | 5 Min. |
| | | A. Proposed Resolution Supporting the Statewide Transformation Plan,
submitted by the Administrative Committee (Attachment 209/1) | |
| 2:00 | | BREAK – Photo shoot (on lower-level lounge) | |
| 2:10 | VIII | Discussion Items | |
| | | A. Motion to amend the Faculty Senate Constitution, ART IV - Officers, Sect. 2,
concerning eligibility for office of president-elect, submitted by the Faculty
Affairs Committee (Attachment 209/2) | |
| | | B. Revised Motion to replace O and W requirements
submitted by the Curricular Affairs Committee (Attachments 209/3-5) | 25 Min. |

2:35	IX	Public Comment	5 Min.
2:40	X	Guest Speakers: Michele Mouton, Director, Sustainability Office and Ian Johnson, Jennifer Schell (RISE Board) RISE Board Sustainability Funding (Handout)	10 Min.
2:50	XI	Members' Comments/Questions/Announcements A. General Comments/Announcements B. Committee Chair Comments Curricular Affairs – Jennifer Carroll, Chair (Attachment 209/6) Faculty Affairs – Chris Fallen, Chair (Attachment 209/7) Unit Criteria – Mara Bacsujlaky, Chair Committee on the Status of Women - Jane Weber, Chair (Attachment 209/8) Core Review – Margaret Short; Andy Seitz, Co-Chairs Curriculum Review - Rainer Newberry, Chair Student Academic Development & Achievement – Sandra Wildfeuer, Chair (Attachment 209/9) Faculty Development, Assessment & Improvement – Franz Meyer, Chair (Attachment 209/10) Graduate Academic & Advisory Committee – Donie Bret-Harte, Chair (Attachment 209/11) Research Advisory Committee – Jessica Cherry, Chair Information Technology Committee – Julie Cascio; Rorik Peterson, Co-Chairs (Attachment 209/12)	10 Min.
3:00	XII	Adjournment	

RESOLUTION

WHEREAS the University of Alaska strives to be innovative, agile, and focused on its tripartite mission of teaching, research, and public service; and

WHEREAS a more collaborative relationship between UA statewide and the individual campuses will enhance the tradition of bottom-up shared leadership at the university; now

THEREFORE BE IT RESOLVED THAT the UAF Faculty Senate endorses the statewide transformation team's goal of reconnecting the University of Alaska Statewide office with the broader mission of the university as described in the September 25, 2015 report "Transforming the University of Alaska's Statewide Office." In particular, a University of Alaska Statewide that works to facilitate and support the academic missions of our three major campuses, with a service mindset, would be an asset for all Alaskans.

RATIONALE:

The statewide transformation team's initial report is available online here:

<http://www.alaska.edu/files/swbir/SW-Transformation-Team-Report-2015.09.29.docx-final.pdf>

FIRST READING

MOTION:

The UAF Faculty Senate moves to amend the University of Alaska Fairbanks Faculty Senate Constitution, Article IV: Officers, Section 2, as shown below.

EFFECTIVE: AY 2015-2016

RATIONALE: Allowing a broad set of nominees improves the senate's chances of finding effective, willing leaders. The current narrower pool does not allow alternates to be nominated. Any member who has recently won their school or college election, or chaired a committee, has demonstrated leadership potential and should be eligible for nomination here.

BOLD CAPS = Addition
[[]] = Deletion

ARTICLE IV – Officers, *changes to Sect. 2*

Sect. 1 The two officers of the Senate shall be the President and the President-Elect.

Sect. 2 The [[President and]] President-Elect shall be elected by the [[elected representatives]] **FACULTY SENATORS** of the Senate for **A** one-year term[[s]]. Eligible nominees for the office[[s]] of [[President and]] President-Elect shall **INCLUDE ANY CURRENTLY ELECTED MEMBERS OF THE SENATE INCLUDING ALTERNATES AND CHAIRS OF STANDING AND PERMANENT COMMITTEES OF THE SENATE.** [[be elected representatives and/or chairs of standing and permanent committees of the Senate.]]

Sect. 3 The President-Elect, after serving for one year in this position, subject to Sections 4 and 5, will automatically become President for one year.

...

Motion for Discussion

The Faculty Senate moves to replace the upper division Oral (O) and Written (W) requirement with the requirement that each degree program must satisfy the following Communications Learning Outcomes within the degree program:

UAF undergraduates will demonstrate effective communication when they are able to:

- Explain disciplinary content using a variety of modes of communication, including oral and written communication.
- Communicate to audiences in the discipline using appropriate disciplinary conventions.
- Translate disciplinary content to audiences outside the discipline as appropriate, making disciplinary knowledge relevant to broader communities.
- Integrate feedback from others to enhance or revise communication.

Each baccalaureate degree program must submit a Communications Plan that demonstrates how students will achieve each of the learning outcomes as part of the requirements of the major or degree program. Not all courses or requirements need to support every outcome; however, all the outcomes must be met by the completion of the degree.

Implementation timeline for transition:

1. Department's will submit Communications Plans along with their Student Learning Outcomes Plans submitted April 2016.
2. Plans will be reviewed by the College or School's Academic Council.
3. During AY 2016/17 Departments will make any necessary changes to implement their plan.
4. Plans will be in place and implemented by Fall 2017.
5. Existing O and W designators will remain in place (if appropriate) for a period of 2 years from Fall 2017 to facilitate students under catalogs with O/W requirements.

EFFECTIVE: Fall 2017

RATIONALE: The GERC committee and Curricular Affairs, as part of their work to revise UAF's core requirements, propose replacing the current W/O designators with a requirement that students achieve the Communications Learning Outcomes that are integrated into each baccalaureate degree program and major.

The responsibility for ensuring that students achieve these Communications Learning Outcomes is being moved from the University level (via specific O and W courses) to the department level (via the requirements of the degree programs), and from a specific degree requirement (taking two Ws and one O) to a requirement that is achieved by the student completing the degree requirements associated with their program.

B.[A./S.] in [Program]: Upper Division Communication Implementation Plan

Each baccalaureate degree program must include, as part of its degree plan, integration of communication at the upper-division level, as evidenced by baccalaureate graduates' abilities to address the following four communications-related Learning Outcomes:

UAF undergraduates demonstrate effective communication when they are able to:

- 1. Explain disciplinary content using a variety of modes of communication, including written and oral.*
- 2. Communicate to audiences in the discipline using appropriate disciplinary conventions.*
- 3. Translate disciplinary content to audiences outside the discipline, as appropriate, making disciplinary knowledge relevant to broader communities.*
- 4. Integrate feedback from others to enhance or revise communication.*

Address the following questions:

1. What kinds of communication-related products does your department need students to be able to produce? Are there particular modes of communication graduates should be expert in? (E.g., in biology, students need to be able to produce lab reports and present work via posters and in talks; in theatre, students need to be able to write synopses of plays and characters; in environmental engineering, students need to write reports and accessibly present technical ideas.)

[type your response here]

2. How will students in your program learn to explain disciplinary content using a variety of modes of communication? In particular:
 - a. How/where will your students develop written communication skills, specifically?
 - b. How/where will your students develop oral communication skills, specifically?
 - c. How/where will your students develop other forms of communication, specifically? (e.g. visual, non-verbal, graphical, aural)

[type your response here]

3. How will students in your program learn to communicate to people within the discipline using appropriate disciplinary conventions? In particular:
 - a. How/where will your students learn the disciplinary conventions

related to written communication?

- b. How/where will your students learn the disciplinary conventions related to oral communication? (e.g., is the convention to give presentations with slides? Read scholarly articles?)

[type your response here]

4. How will students in your program learn to translate disciplinary content to people outside the discipline, making disciplinary knowledge relevant to broader communities? In particular:
 - a. How/where will your students learn to communicate disciplinary ideas to non-expert audiences?
 - b. How/where will students acquire practice at communicating in the discipline, via writing or oral presentations or other modes (e.g., poster presentations), to a variety of audiences?

[type your response here]

5. How will students in your program learn to integrate feedback from others to enhance or revise communication?
 - a. How/where will your students have recurring opportunities for students to practice disciplinary communication with feedback from instructor and peers?
 - b. How/where will students learn to integrate that feedback?

[type your response here]

6. How will this plan accommodate students who declare their major late? Transfer students?

[type your response here]

COMMUNICATION CURRICULUM MAP

OBJECTIVE	Course(s) in which objective will be addressed	Examples of specific assignments or activities	How will the objective be assessed?
Explain disciplinary content using a variety of modes of communication, including written and oral.			
Communicate to audiences in the discipline using appropriate disciplinary conventions.			
Translate disciplinary content to audiences outside the discipline, as appropriate, making disciplinary knowledge relevant to broader communities.			
Integrate feedback from others to enhance or revise communication			

ATTACHMENT 209/6
UAF Faculty Senate #209, October 12, 2015
Submitted by the Curricular Affairs Committee

Curricular Affairs Committee

Meeting Minutes of 21 August 2015 – Kayak Room (408 Rasmuson)

Present: Ken Abramowicz, Casey Byrne, Jennie Carroll, Mike Earnest, Alex Fitts, Catherine Hanks, Cindy Hardy, Eileen Harney, Jayne Harvie, Ginny Kinne, Jenny Liu, Lisa Lunn, Rainer Newberry, Caty Oehring, Patrick Plattet, Holly Sherouse

I. 2015-16 Chair

Since former chair Brian Cook left UAF over the summer, Rainer convened the committee at the request of President Debu Misra. However, being informed by President Misra that he is not a candidate for chairship, he opened the floor to nominations. Both Jennie Carroll and Ken Abramowicz expressed their willingness to chair. It was agreed that Ken will chair, and Jennie will serve as a vice-chair since she is new to the committee.

II. Future meeting times

A doodle poll will be distributed to look for a regular meeting time on either Monday or Wednesday afternoons. A larger meeting room needs to be looked into, now that the committee membership is larger.

An additional meeting next week was agreed to: Wednesday, August 26, 1-2 PM, location to be determined. The discussion will center on proposed changes to the GERs and Core curriculum. The committee would like to see a discussion occur at the September Faculty Senate meeting. New members need to be familiarized with the issues.

Progress and sticking points on the system academic calendar were discussed. Mike Earnest gave an update about the status of changes thus far, including common start and end dates, and holidays. He suggested the committee could invite Saichi Oba to a meeting to ask further questions and get more details. Concern was expressed by members for how word will get out to the communities about one shared week of spring break across the university, and the potential economic impacts.

Alex Fitts commented on the status of the General Education Revitalization Committee. Leah Berman, GERC chair last year, recommended the committee be dissolved, and suggested that some of the GERC members could be consulted or a smaller group be reconstituted as needed.

Rainer reported that the statewide GER committee has been silent.

Curricular Affairs Committee

Meeting Minutes of Aug. 26, 2015– eLearning Conference Room (131 Bunnell)

Present: Ken Abramowicz, Jennie Carroll, Mike Earnest, Alex Fitts, Doug Goering, Carol Gering, Catherine Hanks (Zoom), Joan Hornig, Cindy Hardy, Eileen Harney, Jayne Harvie, Ginny Kinne, Jenny Liu, Lisa Lunn, Rainer Newberry, Caty Oehring, Patrick Plattet, Holly Sherouse
Absent: Eric Collins

1. Election / approval of CAC Chair

Jennie Carroll convened the meeting and was confirmed shortly thereafter as the new Chair. (Ken A. had re-examined his commitments for the academic year and decided he would not be able to continue as chair or co-chair.)

2. Approval / modification of agenda (both items on agenda and order of discussion items).

The agenda was approved as submitted.

3. Time/dates/locations of future CAC meetings.

It was determined that Wednesday, 1-2 PM would be a good meeting time for everyone present. Future dates and locations will be determined and shared via email.

4. Update on general education requirements and attached resolution. (Rainer will lead the discussion of this item.)

RESOLUTION PASSED BY FACULTY SENATE AT THE MAY 2015 MEETING

WHEREAS, the University of Alaska Fairbanks Faculty Senate recognizes the need to revise the Core Curriculum; and

WHEREAS, the Senate wishes to widen student choice in the university's general education; and

WHEREAS, the General Education Revitalization Committee has proposed a "classification list" system (lists of approved courses which fulfill arts, humanities, and social science general education requirements) to replace the current Perspectives on the Human Condition (PHC) courses;

THEREFORE BE IT RESOLVED that during the 2015-2016 academic year the UAF Faculty Senate will adopt a classification list system that will meet general education requirements in arts, humanities, and social sciences in lieu of the currently-mandated PHC courses, with the new system to take full effect as of the 2016-17 Course Catalog.

Rainer recapped the resolution passed last May, which puts both Faculty Senate and Curricular Affairs Committee on the hook for taking action to develop "bucket lists" of courses to fulfill the GERs, and replace the PHC system UAF has been using as part of its Core Curriculum.

The work needs to be done within a tight timeline: by March for both the Catalog deadline, and so students are able to register for courses for the following fall semester.

Rainer also recapped the current system-wide situation with the existing General Education Requirements contained in the UA Regulations. Changes to the GERs in current regulation that were recommended by a system-wide committee over a year ago, have stalled mainly because UAA is satisfied with the regulations as they exist. (And all three Faculty Senates have to approve the proposed changes before they can take place.) UAA will discuss the proposed changes at their September meeting, so we hope to learn more in the coming weeks.

Pending decisions about whether or not to change the GERs regulation will influence how UAF can proceed with the courses it proposes to fulfill the GERs requirements.

One of the current sticking points is that the current GERs define History as *humanities*, while the UAF History Department sees it as *social science*. This has implications on transfer policy. Another sticking point is that UAF supports using Art courses which include skills acquisition, believing that the majority of these cover art theory as well. UAA disagrees and only supports using Art theory courses to fulfill the GERs.

The consensus in the committee was to move forward with the intent stated in the resolution.

The committee discussed the proposed discussion item (copied below) and agreed to bring it forward to the September Faculty Senate meeting.

PROPOSED DISCUSSION ITEM FOR FAC SENATE SEPT 2015 MEETING

The Faculty Senate moves to replace the upper division Oral (O) and Written (W) requirement with the requirement that each degree program must satisfy the following Communications Learning Outcomes within the degree program:

UAF undergraduates will demonstrate effective communication when they are able to:

- Explain disciplinary content using a variety of modes of communication.
- Communicate to audiences in the discipline using appropriate disciplinary conventions.
- Translate disciplinary content to audiences outside the discipline, making disciplinary knowledge relevant to broader communities.
- Integrate feedback from others to enhance or revise communication.

Each baccalaureate degree program must submit a Communications Plan that demonstrates how students will achieve each of the learning outcomes as part of the requirements of the major or degree program. Not all courses or requirements need to support every outcome; however, all the outcomes must be met by the completion of the degree.

EFFECTIVE: Fall 2016

RATIONALE: The GERC committee and Curricular Affairs, as part of their work to revise UAF's core requirements, propose replacing the current W/O designators with a requirement that students achieve the Communications Learning Outcomes that are integrated into each baccalaureate degree program and major.

1. The responsibility for ensuring that students achieve these Communications Learning Outcomes is being moved from the University level (via specific O and W courses) to the department level (via the requirements of the degree programs), and from a specific degree requirement (taking two Ws and one O) to a requirement that is achieved by the student completing the degree requirements associated with their program.
2. To ensure student achievement of these Communications Learning Outcomes, each department will demonstrate how their program addresses these learning outcomes by developing a Communications Plan that integrates communication into each degree or program, typically via a collection of lower and/or upper level courses and/or non-curricular degree requirements chosen to meet the needs of the particular program. This should be done in such a way that all the outcomes are met somewhere in the courses required for the completion of a degree. The Communications Plan for each degree will describe the collection of courses (both in and possibly out of the department) and other requirements (if any) and how they contribute to meeting these outcomes.
3. Departments will submit the Communications Plan for each degree program as part of their SLOA plans, and subsequently, submit a short summary report addressing how the plan is working (and revising the plan as necessary). Once a department has submitted a plan, which will include a required path/collection of paths through the degree wherein students will achieve the Communications Learning Outcomes, then all students

in that degree will achieve the Communications Learning Outcomes by virtue of satisfying the degree requirements of that program.

4. Committees will be formed within each school or college (and made up of at least 1 member) to regularly review communications plans submitted by programs.
5. An additional checkbox will be added to Major/Minor course change forms asking “Does this change affect Communications Outcomes Plans?”, so that departments are aware of the impact of potential changes.
6. Existing O and W designators will remain in place (if appropriate) for a period of 2 years from Fall 2016 to facilitate students under catalogs with O/W requirements.
7. Departments should submit as part of their Communications Plans a clarification for how they will handle the transition away from O/W designators for students who fall under a catalog prior to Fall 2016.
8. A web page (similar to the SLOA) will be established where communications plans are collected and disseminated across the university.

The sticky points of the proposal above have included (in past discussions):

- It nowhere states that students will be able to write or speak as an outcome.
- Translating disciplinary content to audiences outside the discipline was another point of contention (3rd bullet point).
- Integrate feedback from others (2nd bullet point).

Whether or not the O and W designators should or will disappear (eventually) with this proposal was discussed at great length. There would be implications on departments that rely upon courses from other departments to fulfill the oral and written requirements. Vice Provost Fitts described the assessment team proposal she is bringing forward and the possibility of that group looking at Communication plans from the units.

The timeline and process for making changes at the department / school and college level was discussed.

The committee agreed to move the proposal forward to Faculty Senate as a discussion item only.

5. Update on UA academic calendar changes.

Mike Earnest provided a summary about the work of the common system calendar committee. He talked about the draft straw-man common calendar for AY17 (a handout at the meeting). The spring semester will start much earlier than it has in the past, but that won't happen every calendar year. Length of the semester and the credit hour was discussed. The calendar committee still needs to discuss commencement. Timing of spring break was discussed, and Mike noted that Saichi Oba has reached out to the school districts.

Mike will take feedback from CAC back to the calendar committee, and he mentioned Saichi will take emails and is willing to talk to the committee.

The role of Faculty Senate policy in the calendar was briefly talked about.

The meeting was adjourned at approximately 2: 15 PM.

ATTACHMENT 209/7
UAF Faculty Senate #209, October 12, 2015
Submitted by the Faculty Affairs Committee

Faculty Affairs Committee

Minutes: Wednesday, August 26, 2015

1:00 PM, Conference Room (130), Murie Building, UAF

Present: Elizabeth Allman, Andreas Anger, Nicole Cundiff, John Eichelberger (Ex-Officio), Chris Fallen, Valerie Gifford, John Heaton (called in), Julie Maier, Leslie McCartney, Walter Skya

Absent: None

Meeting called to order at 1:05 PM by Walter Skya.

Old Business:

Joint appointments policy needs to be reviewed this year and recommendations, if accepted, added to the Blue Book which is also being updated.

Appointments:

Leslie McCartney, Secretary

Chris Fallen, Chair (Walter nominated Chris as Chair, 2nd by Julie, carried).

Future Meetings:

The Faculty Affairs Committee meets monthly, usually 2 weeks prior to Faculty Senate. Chris will have Jayne set up a Doodle Poll for meeting dates/times.

Possible Future Business:

Look at other institutions to see if there are guidelines for fairer mentorship for graduate students. John will bring more about this to the committee in future.

Look at the actual costs of faculty/adjuncts when assigned overloads. Andy is happy to collect information on this.

Adjourned 1:37 PM

ATTACHMENT 209/8
UAF Faculty Senate #209, October 12, 2015
Submitted by the Committee on the Status of Women

Committee on the Status of Women

Revised Minutes: 31 August 2015, Gruening 718, 10:30-11:30

Present:

Jane Weber, Ellen Lopez, Mary Ehrlander, Erin Pettit, Alex Fitts, Megan McPhee (phone)

Members absent: Diana Di Stefano, Derek Sykes, Women's Center Coordinator

1. Luncheon

- a. Funds are \$400 short. According to Jayne Harvie, costs include catering, \$1900 plus set up. We are optimistic that this will not be a problem this year.
- b. In future, we will consider other, lower cost options, such as hosting a reception that still ensures opportunities for mingling, but keep ice cream!
- c. 12:30 start, 11:30 we need to be there to set up. Ellen will serve as luncheon emcee.
- d. Checking on videoconferencing for luncheon, maybe just recording, not having it live
- e. Discussed how to acknowledge individuals who help with luncheon

2. Conference call during meetings – to save costs, suggestion to switch to facetime or similar. We will try it next meeting

3. Fall Conversation Café.

- a. October 20? We will hold off to allow for planning.
- b. What could we do that would meet needs of the women faculty without making the planning onerous. Maybe mixing up an evening potluck and a lunch or pub evening. There is no one size fits all, so maybe mixing these up would allow more participation. The goal is to build the community and provide a safe space for discussion.
- c. Ellen, will let Joy Morrison know that our Oct 20 Cafe` is postponed.

4. Membership

- a. Senate bylaws, our committee should have 10 members
- b. We currently have 8 members (Mary, Erin, Ellen, Derek, Megan, Jane, Diana, plus women's center coordinator).
- c. We maybe able to elect two new members. Jane will ask Jayne about this.

5. Women's Center Coordinator

We will begin conversations with center director as soon as we as we are able

6. CSW chairs for year –

Ellen and Jane are willing to serve as co-chairs with the hope that in the future the leadership will be transferred to other interested individual(s)

7. Time for meetings

- a. Fridays is most likely.
- b. October 16, 10:30pm-12.

Next meeting: 16 Oct 2015 10:30-12; Gruening 718

ATTACHMENT 209/9

UAF Faculty Senate #209, October 12, 2015

Submitted by the Student Academic Development and Achievement Committee

Student Academic Development and Achievement Committee Meeting Minutes for August 26, 2015

Below is a list that were invited to the initial meeting:

Alex Fitts <affitts@alaska.edu>, Ben Kuntz <bckuntz@alaska.edu>, Colleen Angaiak <cbangaiak@alaska.edu>, Eileen Harney <eharney@alaska.edu>, Gabrielle Russell <garussell@alaska.edu>, Ginny Redmond <vcredmond@alaska.edu>, Jennifer Tilbury <jltilbury@alaska.edu>, Jill Faudree <jrfaudree@alaska.edu>, Joe Mason <gjmason@alaska.edu>, Sandra Wildfeuer <sjwildfeuer@alaska.edu>, Stacey Howdeshell <sahowdeshell@alaska.edu>, William Howard <wahoward@alaska.edu>

Emailed agenda

We'll address the following:

Introduction of new and continuing committee members (and a review of our committee mission)

Election of co--chairs

Review of known 2015--16 agenda items Possible meeting times for Doodle poll

In attendance

Cynthia Hardy--convener--Dev Ed English, Eileen

Harney--English,

Jennifer Tilbury--Dev Ed English, William

Howard--Chemistry, Sandra Wildfeuer--CRCD

Math,

Ben Kuntz-- Dev Ed English distance, Joe Mason-

-distance,

Alex Fitts--Vice Provost, underprepared students, Stacey

Howdeshell--advising, developmental, Colleen Angiak --rural

student services,

Jill Faudree-- Math

Background on SADA

SADA is a permanent committee of faculty senate. Not everyone is a faculty senator on the committee, as people are drawn from different categories. We have the highest representation of rural faculty. Many years ago, this was Developmental Studies committee, and their last project was to advocate forming the department of Dev Ed. Up until that point it was a random association of adjuncts. We think this has been a benefit to the university and toward a coherent curriculum.

This committee retains oversight of developmental courses, and looks at students as they join the university. We look at what we can do to make intersection more fluid.

Historically, we pressed for and put into policy mandatory placement in math and English. We advocate for prerequisites, and we have promoted finding a space for a Learning Commons where students can receive support in math and English.

This committee usually operates by consensus, since we are a mix of faculty and non--faculty. Each committee gets ex officio person from the provost office also, in this case Vice Provost Alex Fitts.

Known 2015--2016 agenda items

- We typically start with a straight forward agenda, then we have issues that come up that we have to deal with. This committee typically meets once a month, but more often when there are pressing concerns.
- One of our current projects is a student resiliency project – we have discussed it and want to gather data to better understand what helps students succeed. Sine Anahita is a sociology professor, addressed the committee last year with ideas about how to measure student resiliency. That work will continue this year. There is a subcommittee of SADA.
- We work closely with Curricular Affairs, as there are three SADA members that also serve on Curricular Affairs.(Cindy, Eileen, Alex is ex officio on Curricular Affairs)
 - They are discussing the proposed changes to the General Education Requirements from the Board of Regents and the work from the GERC committee over the past several years.
- New course approvals
 - WRTG classes at developmental level DEVE and ENGL are now WRTG designators-- everything up to WRTG 110
 - DEVM 068 Mathematical Literacy
- Committee Definition is still being reviewed by the Administrative Committee
 - One change is from Interior--Aleutians Campus to Interior Alaska Campus.

Election of Chair and Co--Chair

Cindy Hardy and Sandra Wildfeuer were nominated for Chair. The committee voted by paper ballot, and distance faculty emailed their vote to Alex Fitts, a non voting member of the committee.
Result: Sandra Wildfeuer, Chair

Jennifer Tilbury and Cindy Hardy were nominated for Co Chair. The committee voted by paper ballot, and distance faculty emailed their vote to Alex Fitts, a non voting member of the committee.
Result: Jennifer Tilbury, Co--Chair

Current Business

- A Doodle poll will be sent out to establish regular meeting times.
- The committee discussed the proposed common calendar and agreed to email comments. The chair will collect the comments are report back to the Common Calendar Committee.

Student Academic Development and Achievement Committee Meeting Minutes for September 15, 2015

Motion to approve minutes -- passed
Motion to approve agenda –passed

Present: Colleen Angaiak, Eileen Harney, Stacy Howdeshell, Cindy Hardy, William Howard, Mike Earnest, Alex Fitts, Sandra Wildfeuer, Jennifer Tilbury, Jill Faudree, Joe Mason

Item 1: Committee Definition

Debu Misra, pres of Fac Senate, notes that this committee is the only one that deals with student

issues. Wants to add items to committee definition for things not currently handled: student appeals. This committee wants to clarify which sort of appeals (academic appeals?). Debu brought up that some students who are dual majors receive advising from two different advisors (need advising input on these issues).

Committee reviewed the definition that was passed last year; passed in Committee but not at faculty senate.

Wording suggestion: add “academic advising and student academic appeals”. Question: do we want to have Faculty Senate over advising?

Is this more of a Curricular Affairs issue? – will discuss with Debu for more direction with regards to our committee.

Perhaps SADA could concern itself with policies regarding advising and academic appeals specific to the developmental level.

There was some discussion of pre--requisites and some BANNER mechanisms need improvement;; TOAD queries can assist with some questions regarding pre--req. Limitations on the underlying technology. This group can take concerns to the Statewide group.

Possibility of a student on the SADA committee.

The overall committee sentiment expressed was to see the focus remain on entry level students.

Second paragraph rewording for last sentence: The committee may also invite a student rep to serve as ex--officio.

Voting Change: This committee operates by consensus unless a vote becomes necessary, in which case faculty members can vote.

Item 2: New Course Approval Update

There are several courses coming through the committee that will need our approval. DEVM: Mathematical Literacy. They are in CRCSD Academic Council currently and expected to come to this committee in October.

DEVE update: All DEVE sequence will be converted to WRTG 080, 090 and 110. Anchorage wanted to meet to discuss course objectives and syllabi, which might postpone the course change process. Jennifer – Engl 212 could possibly fulfill the 200--level core writing requirement. There is great interest at CTC as this type of writing is more aligned with students’ career goals.

Item 3: Common Calendar

The group discussed drafting a response to the proposed common calendar in our August meeting. Today we reviewed a current draft of the calendar.

Some decisions are made above faculty with little way to impact the changes.

This version of the calendar doesn’t include holidays or UAF Springfest. **Does the administration want to call classes off on this Friday without a make up?**

Finals week counts as contact hours, so there are make up days included in the calendar already for Fairbanks. Anchorage has two extra holidays (before Labor day and before Thanksgiving – might give up one of those). **The problem would be that some classes would wind up with extra contact hours. Keeping our later start date keeps open the Wintermester option.** The Spring Break was

made to align with Anchorage and Fairbanks public school Spring Break. Issues might arise with a start date on Monday and dorms traditionally open on Sundays— student services options will have to adjust to the changes.

Faculty and staff community will need to adjust.

Item 4: Subcommittee Report for the Student Resiliency Project

Met once and decided to set another meeting. A committee member has been ill. Dana Kinzy from Student support services would like to join us. Interested in soliciting a student member to work on this via ASUAF. Alex Fitts: rather than reiterating what is known, examine what is particular about UAF culture, policies or traditions that either helps or doesn't help UAF students. We want to examine the mechanisms already in place to assist students that maybe could benefit other students if we had a broader approach. Access. One issue the committee should examine is cost of these resources. Committee to look at data but also programs already in place.

Life Coach at IAC – could possibly attend one of our meetings to talk about her techniques. Distinct from advising. She works on a grant funded position.

Other Items:

Meeting Times: Advising changed their meetings to Thursdays at RSS so that advisors can attend SADA meetings.

MATH : Jill brought up a concern about ALEKS math placement testing. She is concerned that, with the coming alignment, Fairbanks will move back to Accuplacer, She expressed that the Math Dept. has not had enough time to collect information on how ALEKS is working.

Placement. Mandatory placement using ALEKS implemented last year. Is this placement effective? Consequence: it changed enrollment in Developmental Math. It shifted everyone's math placement level up. The pipeline in Mathematics has gotten shorter. Students have had better outcomes because of ALEKS. HOWEVER it is not what UAS and UAA do. We don't want to charge people the way Accuplacer does. ALEKS allows students to retake the test using tutorials via ALEKS. Students are using these tutorials to place higher. Calculus has not been so successful. Calculus pass rates have not gone up;; they have gone down. They have gone down for everyone – people who have gotten in via test scores and coursework. Real success with ALEKS has been at the developmental level. The math dept wants time to adjust to this and see if they can see some changes re: Calculus.

Have the students been getting to Calculus through course work or developmental math? How many of them are entering via placement from ALEKS?

Does this committee feel that ALEKS is a positive change? Can we issue a statement of support its continued use for next two years as a committee?

The Math dept. has this data and it can be shared with the committee. Helpful would be to track the number of students who are successful in Math courses, not just Calc.

Developmental Math re: ALEKS – pre ALEKS, most students placed into Pre--Algebra even if it didn't seem they belonged there. Under aleks, it is more accurate and people have moved up. From

DEVM perspective – more students are placing into math courses but they are not as prepared. Anecdotally. Int Alg students were well placed. In general, it is liked.

Costs: minimal charge to students. Now all high schoolers are required to take the ACT since there is no more high school exit exam. This might be a reason for using Accuplacer and SAT/ACT scores for placement—students already have these scores.

ALEKS allows students to take tutorials remotely w/out the need for a proctor.

Advisors mentioned that ALEKS and ACT placements seem to be similar: this would be good data to have.

The cut scores for ALEKS can be decided only in the Spring. IN spring, aleks scores can be adjusted for placement to reflect our student body. Argument to keep it for another year so we can better calibrate this test to our students.

Another benefit of ALEKS is that it could be used in Chemistry to show if a student is ready for the math. (For Ex Chem 105 “placement in Math 107).

Jill to provide further information to the committee for a future discussion. Adjourned

ATTACHMENT 209/10

UAF Faculty Senate #209, October 12, 2015

Submitted by the Faculty Development, Assessment and Improvement Committee

**UAF Faculty Development, Assessment and Improvement Committee
Meeting Minutes of September 25, 2015**

I. Franz Meyer called the meeting to order at 2:30 pm.

II. Roll call & Introduction of Committee members

Present: Gerri Brightwell, Candi Dierenfield, Andrea Ferrante, Brian Himelbloom, Kelly Houlton, Steve Hunt, Duff Johnston, Trina Mamoon, Franz Meyer, Joy Morrison, Channon Price

Excused: Bernie Coakley, Diana DiStefano, Cindy Fabbri, Chris Lott

III. Short Introduction to FDAI and to expected AY15/16 activities

Franz will provide a link to our Mission Statement and briefly outlined our work on the electronic course evaluations and how we support Joy's Office for Faculty Development and UAF eLearning and Distance Education. Franz explained that a subcommittee of FDAI has been working extensively on the spring pilot, summer pilot and now the full roll-out of the electronic evaluations campus wide this fall. He stated that this will dominate the FDAI Committee's efforts this academic year.

IV. Election of committee chair, co-chair and note taker

Nominated, seconded and accepted:

Chair: Franz Meyer

Co-chair: Andrea Ferrante

Note taker: Kelly Houlton

V. News on Electronic Course Assessment Implementation Committee (ECAI)

Andrea passed out two documents to share with committee members on the work of the ECAI Committee. One document outlined a communication plan from Michelle Renfrew in Marketing and Communications on how to get information on the electronic course evaluation process out to students, faculty, staff and administration. Andrea reported that the spring and summer pilots allowed most of the technical issues to be dealt with, noting that Sally Skrip and Alex Fitts worked with it mostly on their own during the summer phase.

Andrea noted that although faculty members are still concerned with response rates, in comparison to other institutions that have made a switch to electronic evaluations, UAF has done a great job. He explained that pilot phases are not complete, and unfortunately students and professors were not all aware of what was happening even though the information has been on the Faculty Senate website and faculty were asked to provide feedback on the new question set proposed by the ECAI Committee. He also noted that faculty can still ask students to bring in laptops or smart phones and "fill out" their course evaluations during class. He also asked that we all provide as much information as possible to our fellow colleagues in our respective departments and colleges. Franz suggested we make use of any department meetings coming up in October or early November. Kelly noted that Andrea has created a

Power Point presentation that could be utilized as well. We discussed the desirability of creating a one-page informational handout to give to as many faculty members as possible. Joy stated that we need to do a presentation for the Faculty Senate as well and suggested that we contact each Dean's office in order to get the information out most efficiently.

VI. Upcoming activities of the UAF Office for Faculty Development (report from Joy)

Joy reported that quite a few faculty development activities have already taken place. On Tuesday she will host an informal lunch meeting with new faculty at Bunnell 222. The first Tuesday of October will see a Mentoring Luncheon for mentors and their mentees in the Wood Center. Mike Castellini will be working with Joy on the mentoring process this year. An upcoming webinar on using group activities in the classroom is scheduled for 10:00 am on October 13. The OFD will be focusing particularly on research this semester and will again have Rich Boone talk about his four years at NSF on October 8th. His earlier presentation this semester was largely attended and very popular. The Office of Sponsored Programs will also talk at this presentation along with Rosemary Madnick from the Office of Grants and Contracts. Joy is working with Alex Fitts and Michelle Strickland on providing training to faculty for the Annual Activities Reporting tool Faculty 180. On November 3rd from 1:00 to 2:00 pm Joy and Sally Skrip will present a walkthrough of the eXplorance Blue electronic course evaluation process for faculty.

Joy explained to our new members that she wants to know what the developmental needs are of our faculty. Brian commented that the webinars have been very effective for rural faculty and wondered if presentations can be recorded for later viewing. Joy said she can usually provide an audio recording of most presentations.

Joy is planning a special library presentation for spring semester that will include Steve Hunt from the Bio-Science Library, Flora Grabowska from the Keith Mather Library, and someone from the Rasmuson Library. Look for this in February 2016.

VII. Upcoming activities by UAF eLearning & Distance Education

Unfortunately Chris Lott could not be with us but he emailed a descriptive list of faculty development offerings from eLearning and Distance Education:

Recent Faculty Development Activities

Google Solstice – 3-day event for K12 and Higher Ed to learn to apply Google Apps in the classroom. 118 in attendance, approximately 30 participants from UAF.

Syllabus Workshop – 1-day workshop with open labs in collaboration with OIT. About 20 faculty were helped over the course of the day.

Flipped Classroom Workshop – 1-day workshop on flipping the classroom held by the FLC on Flipped Classrooms. We facilitated training on specific tools for the last half of the day. Two concurrent sessions offered twice in the afternoon (4 sessions altogether). About 17 faculty were signed up for the event.

English Department TA Training – half-day training session with new TAs to help them think about ways to use technology to teach Freshman Composition. Eight TAs and one faculty member in attendance.

Current and Upcoming Activities

Teaching Tips Live – We've done 1 and have 4 more scheduled (see <https://iteachu.uaf.edu/category/teaching-tip-live/>) Approximately 5-15 in attendance at each depending on the topic.

Fall iTeach – 4-day event serving about 16 faculty in an intensive workshop on October 20, 22, 27 and 29. Applications are open until September 28: <https://iteach.uaf.edu/>

Third Thursdays – We have 5 of these 1-hour sessions scheduled for Fall in collaboration with OIT. Generally there are 6-12 faculty in attendance depending on the topic. More info on eLearning's Faculty Development Calendar: <http://elearning.uaf.edu/go/elearning-facdev-calendar>

Open Labs – For Fall and in spring we have 29 2-hour Open Labs scheduled (tentatively) to serve faculty developing and teaching eLearning-supported classes. More labs will be provided during peak development weeks, but generally 2 per week. These labs will be staffed by 2-3 Designers, and more during peak times. OIT will collaborate (most likely) in staffing these occasionally. More information on these will be coming out in the next few weeks.

iTeach Mini Workshops (?) – There will be about 12 of these scheduled throughout the Fall semester. These will be topic-driven, pedagogy-centered topics (similar to Third Thursdays). The workshops are primarily with eLearning faculty in mind but will be open to all faculty and many topics will be good for face-to-face faculty as well. These are in the process of being scheduled now. I will share that schedule as soon as I have it.

iTeach for NRM – we will be providing about 12 2-hour faculty development workshops for a group of NRM faculty and instructors over a six-week span later in the Fall semester. These workshops will, together, cover the core iTeach curriculum tailored to their particular course and delivery needs.

VIII. Other Business

- a. Scheduling upcoming FDAI meetings

Franz will send out a Doodle Poll in order to determine the best meeting time for fall semester.

IX. Upcoming events

- a. Next admin committee meeting: 10/02/15
- b. Next Faculty Senate Meeting: 10/12/15

X. Adjourned at 3:32 pm. (Respectfully submitted by Kelly Houlton.)

**Graduate Academic and Advisory Committee
Meeting Minutes of Aug. 26, 2015**

Attending: Laura Bender, Karen Jenson, Don Hampton, Holly Sherouse, Jayne Harvie, Daryl Farmer, Donie Bret-Harte, Mike Castellini, Sean McGee

Addition to the Agenda: update from the graduate school

- I. Donie Bret-Harte provided an introduction to GAAC and went over the current bylaws and those that are pending (passed out of GAAC, but pending full Senate approval).
- II. Donie Bret-Harte agreed to serve as Chair for GAAC in this academic year, and was elected.
- III. Mike Castellini provided some updates from the graduate school.
 - a. **Health insurance for students.** Changes in the health insurance program for graduate students are coming in order to comply with the Affordable Care Act. Some questions that the university is grappling with include: 1) Are students employees or not? 2) How many hours per week do they work? The current situation is that everyone is insured, and no one is going to jail, but costs are rising rapidly. At present, the university is offering a “corridor plan,” which provides coverage with a gap above a threshold. This is adequate for the next 18 months, but a different solution will have to be found after that. It was suggested (by some graduate students) that the university divide the money available for insurance, pay it to the students, and allow them to buy insurance on the exchange. However, that is illegal. Another suggestion has been to increase the pay rate to students and allow them to buy their own health insurance, but that is also not legal. Over the longer term, it is not clear what will happen, but many universities are struggling with this issue at the moment. Health insurance for graduate students will be looked at again in spring of 2016 for the fall of 2016. The situation is changing rapidly. At present, there is no option for undergraduates to purchase health insurance through the university at present. They have to be insured on their parents’ policies or purchase insurance on their own. At present, there is nothing for GAAC to do, but we may be asked to assist in polling students in the future..
 - b. **Outside examiners on graduate exams.** At present, the graduate school asks for volunteers to serve as outside examiners on Ph.D. comprehensive exams and defenses, but they are not getting enough faculty who volunteer to do it. Mike has approached the other Deans to get individual departments to manage finding outside examiners, because the graduate school has fewer staff to round up volunteers. No action is needed right now, and there is no solution available at the moment.
 - c. **References in theses.** The graduate school staff has noticed recently that references don’t match properly in complete theses, and this was not detected at previous levels of review. The graduate school is encouraging training in EndNote for students, to help them avoid mismatches. This may be coming up as an issue in the future, as there is no solution yet.
 - d. **Interdisciplinary Studies.** The interdisciplinary studies program (INDS) is being revamped. The program has been reviewed, it will be run as a department, with defined admissions standards, and will be “rigorous but flexible.” This is a positive development.

- INDS is actively recruiting students from around the world. GAAC may see more course proposals for the INDS program in the next year.
- IV. New Assignments for course review were made.
 - V. Holly Sherouse provided an update from the Registrar's office. They have purchased CourseLeaf, which is a new course/catalog management system that will streamline production of catalog and degreeworks, and provide better alignment with banner. This will require new attention to deadlines. They will provide a further update later. All paperwork for course changes will be submitted through CourseLeaf by fall of 2016. The catalog will be available online, but you can pay for a paper catalog. Karen Jensen indicated that the library will archive all the catalogs.
 - VI. GAAC's next meeting will occur September 9, at 3:00 pm

**Graduate Academic and Advisory Committee
Meeting Minutes of September 9, 2015**

Attending: Sean McGee, Daryl Farmer, Mitch Reed, John Yarie, Mike Daku, Jayne Harvie, Holly Sherouse, Laura Bender, Don Hampton, Mike Castellini, Anne Beaudreau (by phone), Franz Mueter (by phone), Donie Bret-Harte

- I. Minutes** from our meeting of 8/26/15 were approved.
- II. Changes to membership.** Anne Beaudreau will be joining us in place of Franz Mueter, who has increased responsibilities. Welcome, Anne!
- III. Discussion of deferred grades.** The Faculty Senate Administrative Committee has charged GAAC to develop a policy to deal with past deferred grades in graduate courses, analogous to the policy passed for past deferred grades in undergraduate courses. Deferred grades are used by some departments for student thesis work prior to completion. Holly Sherouse will provide GAAC with data on past deferred grades for graduate students. It will be easier for her if any policy defines only one deadline (e.g. the ten years that are allowed for a Ph.D.) for all cases. Holly indicated that the registrar can code extensions in Banner if needed.
- IV. Thesis signature pages.** The library has indicated that it no longer wants to store bound copies of theses any more, but will keep electronic copies. However, the graduate school still requires physical signature pages with actual signatures. Is this necessary? It is sometimes a hurdle for students to track down members of their committees when signatures are needed, and if they could be signed electronically, this would be easier. However, some faculty members have expressed concern about signatures being cut and pasted out of other documents. The graduate school has identified that some other schools either do not require signature pages (e.g. UAA), or use electronic signature pages, with security provided by docusign. Mike Castellini would like to know what GAAC members think. Mike Daku, John Yarie, and Don Hampton have no concerns. Daryl Farmer commented that the English faculty members have not weighed in on this yet, but he would prefer docusign to no signatures at all. Anne Beaudreau commented that committee members need to be able to formally approve the thesis, but docusign could be OK if it is secure. Laura Bender commented that students can track whether signatures have been received via docusign, which would be a plus. There would always be the option of physical signature pages if the student desires. Mike Castellini will find out what is needed to actually make the change, and GAAC will discuss again.

V. Assessment Team. The Faculty Senate Administrative Committee has requested that one representative from each of GAAC and CAC serve as liaisons for the Senate on the Provost's Assessment Team. Sean McGee agreed to serve as the representative for GAAC. Donie will pass this information on to Alex Fitts.

VI. Review of current assignments. Mike Daku and Sean McGee discussed their review of the revised RAP certificate. There were a number of comments and questions. It was suggested that we invite Larry Duffy to the next meeting, to discuss the certificate program. Mike Daku will contact him with questions.

VII. New review assignments were made.

VIII. GAAC's next meeting was set for Wednesday September 23 at 3 pm

ATTACHMENT 209/12
UAF Faculty Senate #209, October 12, 2015
Submitted by the Information Technology Committee

Information Technology Committee
August 21, 2015, 10-11 a.m. via Zoom

Attending: Bill Barnes, Julie Cascio, Rorik Peterson, Siri Tuttle, Chris Lott
Absent: Falk Huettmann, Debra Kouda, Martha Mason

- The committee elected Julie Cascio as chairperson.
- Discussion of the IT Committee Bylaw

The Information Technology Committee will address information technology issues and needs affecting aspects of work faculty engage in. They will also be the recognized committee to work with requests submitted for consideration by the Office of Information Technology (OIT).

Members shall be appointed by the Faculty Senate President. To help ensure that perspectives from across UAF are represented, membership will consist of at least five representatives, with not more than one from each of the schools, colleges, institutes or libraries. Representatives from OIT and E-Learning shall be ex officio members of the committee. The committee chair must be an elected representative from Faculty Senate.

Committee meeting agreed that 50% is a realistic quorum. Committee members must be present at the meeting in order to vote. An electronic vote by members in attendance may be held at a meeting. A vote via email for something time sensitive between meetings is okay after discussion via email. Seven days for discussion and three days to vote was suggested. Another item brought up was the requirement that members need to attend a certain number of meetings or they will no longer be considered members of the committee.

Length of appointment and staggered appointments were discussed. This is addressed in Section 3, Article V: Committees, B.

Item C. indicates the chair needs to be on the Faculty Senate. The committee decided that the chair may vote. Siri took notes on the bylaw revisions discussed. Rorik will send current bylaws so similar verbiage can be used. Julie will send out proposed bylaw revisions with the minutes of this meeting.

The committee decided to meet monthly, which would result in about 8 meetings over the course of the year. The committee will meet the third Wednesday of each month, excepting January. The next meeting will be September 16, 2015 at 10 am.

The complete bylaws of Faculty Senate, and a downloadable PDF, may be found online at:
<http://www.uaf.edu/uafgov/faculty-senate/about/faculty-senate-constituti/>

- Committee Membership

The committee is currently comprised of the following members:

Bill Barnes <bill.barnes@alaska.edu>, CRCDD
Falk Huettmann <fhuettmann@alaska.edu>, IAB, CNSM
Julie Cascio <jmccascio@alaska.edu>, SNRE, CES
Rorik Peterson <rapeterson@alaska.edu>, CEM
Siri Tuttle <sgtuttle@alaska.edu>, CLA
Chris Lott chris.lott@alaska.edu, eLearning, ex officio
Debra Kouda <dckouda@alaska.edu>, OIT, ex officio
Martha Mason <martha.mason@alaska.edu>, OIT, ex officio

To “help ensure that perspectives from across UAF are represented” Julie will reach out to the School of Ed, School of Fisheries, School of Management (Kevin Berry), and the Library for faculty representatives to this committee. As this is a permanent committee, faculty not serving on Faculty Senate may be part of this committee

- Ensure a faculty voice in the proposed transition to electronic course evaluations

Chris is on that committee. He reported that a large subcommittee is already working with this. Return rates on the first pilot were what was expected. Second pilot was relatively successful. It is designed to be rolled out this fall. It was presented to Administrative Committee last week.

The committee felt the process seems far enough along that the IT committee does not need to work on this at this point, unless something changes. Chris will keep us informed.

- Advise OIT on the rollout and maintenance of smart classrooms in budget-constrained times

OIT representatives were not at this meeting. OIT reps will be asked to give the status on this, how it is currently done, and inform us about how we can help.

Items for next months agenda will include:

- Review proposed Bylaw Section 3, Article V: Committees, E. Permanent, 9. Information Technology Committee.
- Help statewide make good decisions about new IT purchases. Debra and Marsha are involved in this so would need their input here. Potentially review their decisions to see how it will work for faculty.
- Lecture capture and video streaming capability. The committee wants to talk about why current decisions are made. The spirit of this discussion is to help OIT, not push them off track.
- Ask Chris to talk about the eLearning Distance Delivery fee of \$25 per credit that is in addition to all other class fees for courses that are "online". what it is paying for with today's technology.

As this is the Information technology Committee we will meet via different platforms at our meetings. Zoom, Google hangouts, Blackboard Collaborate, Skype for groups, were identified as venues to start. Since these are being used for the experience, they may or may not work smoothly. A suggestion was made to fall back to zoom if the meeting is not working smoothly after the first 10 minutes.

The next meeting will be September 16, 2015 at 10 am. Via zoom.

Join from PC, Mac, iOS or Android: <https://zoom.us/j/979326180>

Or join by phone:

[+1 \(415\) 762-9988](tel:+14157629988) or [+1 \(646\) 568-7788](tel:+16465687788) (US Toll)

Meeting ID: 979 326 180

Respectively Submitted, Julie Cascio

Information Technology Committee
Minutes of September 16, 2015 meeting via ZOOM

Julie Cascio brought the September 16 meeting to order at 10:00 am ADT

Attendees

Bill Barnes <bill.barnes@alaska.edu>, CRCD

Falk Huettmann <fhuetmann@alaska.edu>, IAB, CNSM

Julie Cascio <jmascio@alaska.edu>, SNRE, CES, chair

Rorik Peterson <rapeterson@alaska.edu>, CEM

Siri Tuttle <sgtuttle@alaska.edu>, CLA

Alba Ruth Prato <arprato@alaska.edu>, School of Management

Joanne Healy jhealy7@alaska.edu, School of Education

Chris Lott chris.lott@alaska.edu, elearning, ex officio

Martha Mason <martha.mason@alaska.edu>, OIT, ex officio

Not present:

Debra Kouda <dckouda@alaska.edu>, OIT, ex officio

Eric Collins <recollins@alaska.edu>, School of Fisheries and Ocean Science

New committee members are Joanne Healy, School of Education, Alba Prato, School of Management, and Eric Collins, School of Fisheries and Ocean Science. No faculty has been proposed yet from the Library.

Bylaw proposal. The Committee reviewed the proposed Bylaw Section 3, Article V: Committees, E. Permanent, 9. Information Technology Committee:

The Information Technology Committee will address information technology issues and needs affecting aspects of work in which faculty engage.

They will also be the recognized committee to work with requests submitted for consideration by the Office of Information Technology (OIT).

Members shall be appointed by the Faculty Senate President.

Appointments for Faculty Senate members are for 2 years (same as Faculty Senate tenure). Members who are not Faculty Senators may be appointed to one-year terms.

To help ensure that perspectives from across UAF are represented, membership will consist of at least five representatives, with not more than one from each of the schools, colleges, institutes or libraries.

Representatives from OIT and E-Learning shall be ex officio members of the committee.

The committee chair must be an elected representative from Faculty Senate.

The Information Technology Committee will decide all matters by a majority vote (>50% carries a motion) of all committee members, including the chair. Committee members need to be present at the meeting in order to vote, and a simple majority of the full committee membership needs to be upheld for a vote to carry. An electronic vote by members in attendance may be held at a meeting. Ex officio members will be available to provide information but will not vote.

Between meetings, votes may be taken via email for time-sensitive issues if relevant materials are made available in time for members to make the decision. Three days will be allowed for the vote.

The committee voted unanimously to send this wording forward.

Transition to electronic course evaluations – Chris Lott provided an update.

- The summer pilot allowed faculty to add up to 8 questions. Measures of return rates and general comments from faculty were collected. A 30% decline of returns was seen, which is typical. eLearning students were also in this pilot. He will send out a memo that shows who was included in the pilot.

- The Roll out this fall will include marketing and communications. Concern was expressed about the low return rate. There has historically been a 62% rate of return on paper evaluations.

- The results did not show that disgruntled students were the ones to fill the surveys out.

It is suggested to devote time in class to promote filling out course evaluations. Students want to believe that the info given will actually make a difference and are currently uncertain that this is the case. The electronic evaluation is accessible by mobile devices. The downside of using a mobile device is that there is limited feedback. Filling it out online more feedback is provided. How evaluation summaries will be provided in the promotion and tenure process is being discussed with faculty and deans.

Rollout and maintenance of smart classrooms in budget-constrained times - Martha Mason reported.

Smart classrooms - Smart classrooms bridge geographic gaps. 75 classrooms, auditoriums and lab spaces are equipped with instructional technology at varying levels. There are four tiers. Tier I classrooms contain basic computer projection, laptop connectivity, and audio (amplification, speakers) capabilities. Tier II includes all Tier I equipment with the addition of an in-room computer, and a DVD playback device. Tier III includes all Tier II equipment plus one or more of the following: document camera, digital displays, or interactive display. Tier IV includes all Tier III plus lecture capture and/or video conferencing capability.

Maintaining Smart Classrooms is a challenge and the rooms with the most recent upgrades are in high demand. There is no dedicated Smart Classroom fund for refresh. In 2011 Chancellor Rogers initiated a \$1 Million instructional technology investment. These funds were disbursed over a three-year period to upgrade 36 instructional technology facilities on the Fairbanks campus. The Margaret Murie Life Sciences Building, completed summer 2013, adds an additional 15 state-of-the-industry Smart Classrooms, labs, an auditorium, and collaborative areas. On the Fairbanks campus there are now 5 venues equipped with lecture capture.

- The Provost routinely asks for Smart Classroom refresh funds during the budget process.
- Some Smart Classrooms are scheduled by the Registrar. OIT manages these.
- There are departmental classrooms with technology that are scheduled and funded by specific schools or departments. OIT consults on these but the funding is through the departments.
- New smart classrooms are not put on the docket very often because it is a challenge to maintain them.

IT Engagement - OIT recognizes a need to change how they engage with faculty and have an engagement initiative that includes recent IT surveys. Debra Kouda is the UAF OIT engagement specialist and works with faculty, students and staff to understand needs and seeks out IT solutions to meet those. OIT is excited to have the opportunity to participate in this IT Committee. There are plenty of innovative solutions out there, it is essential to balance innovation with standardization. Balance is the key; to not be too prescriptive but enough standardization that the solutions are sustainable

Issues around smart classroom use committee members brought up:

- Issue of background noise on the line.
- Issue of maintenance help, especially with evening classes.
- A suggestion was made to try Skype on the computer as it seems to work better than video conferencing.
- O'Neil is a departmentally funded classroom. It is School of Fish. Due for a refresh but this comes out of specialized funding.
- Phone lines across the state are important. In addition to internet connections, need the phone line as well.
- Analog phone lines in remote areas are sometimes the only thing that helps.

Audio conferencing - The contracted vendor Event Builders transitioned the UAF audio conferencing service to its partner Two Rivers Conferencing. With this transition there is a new audio conferencing platform that includes a new toll-free number. This information was emailed to everyone that had an Event Builders audio number. Using the new toll-free number is the way to use the new platform. Remember to let the conference participants know about the new number and to update any calendar or other meeting invitations you maintain. Goal is to remove barriers to get the best experience to the students.

How to proceed with these points? Martha suggests that she and Debra work with Siri and Falk to understand the issues more completely, investigate the options, and bring that back to the committee.

Lecture Capture and Video Streaming - OIT is looking at lecture capture and video streaming options and hopes to find one solution that will serve up all videos whether created through automated lecture capture, video conferencing, produced videos from eLearning, videos created by faculty, etc. OIT is targeting fall of 2016 for having a new option identified.

Martha asked if a Google Group email list would be helpful and the general agreement was that she should create one and work with Julie on how to get that into use.

Rationale of eLearning Distance Delivery fee of \$25 per credit – Chris Lott

This fee was established a long time ago as eLearning is a self-supporting unit. This fee when established was in line with UAA and UAS fees. The UAS fee has changed significantly since that time. The fee is for faculty support, design team, copyright payments, etc.

<http://www.uaf.edu/finserv/omb/uaf-program-reviews/completed-program-reviews/>

Next meeting October 21, 2015 at 10 am via Google Hangouts.