LETTS meeting, February 20, 2015, Denver Campus

Agenda

Review meeting at the library

   Discuss action steps

Review Memo on FCQ response rates

   Discuss action steps

New Business

LETTS Committee

A Faculty Assembly committee with responsibilities in Learning, Education, Teaching, Technology, and Scholarship

LETS webpage. This official page includes a list of members for 2015-16 and meeting minutes.

Agenda 20 October Meeting

20 October 2015
12 – 1:30 pm
LSC 320 Conference Room
12 – 12:45 LETS faculty reps
12:45 – 1:30 Admin joins the meeting

Attending:

Startup items (process)

Priorities and goal setting for the year
Scheduling future meetings
Secretary – who will keep notes?
Agendas - do we need a website?
Online versus f2f meetings?
Other?

Possible priorities for the year

Tutoring services
FCQs
Environmental scan of needs and concerns – Schools, colleges, departments
Faculty survey
Digital Dean – working more closely and cooperatively with academic units
Others?

From CU Online – top student concerns (from 2014?)

Top Technical Difficulties issues:
1. PowerPoint downloads
2. Compatibility issues with MAC
3. Web/video links not working
4. Downtimes (portal related)

Top concerns from online students:
1. Instructors/TAs need better training on how to use Canvas course shell
2. More consistency across all Canvas courses (delivery, set-up, expectations)
3. More video lectures, less written text
4. More involvements from instructors
    a. Daily feedback
    b. Stronger presence within discussions
    c. "Getting to know your instructor" opportunities
        i. Videos
        ii. Pictures
        iii. Introductions (aside from what might be in the syllabus)
5. Better course organization
    a. Make sure content items are viewable
    b. Make sure modules are available
    c. Turning in assignments needs to be an easy process
    d. Instructors need to use the platform to its fullest extent (do not just use for posting content or submitting assignments, make the course engaging and interactive).

LETTS meeting, October 20, 2015, Denver Campus

Minutes

In attendance: Brent Wilson (Chair, Education), Jiban Khuntia (Business), David Bondelevitch (CAM), Marisa Fernandez (CLAS), Pamela Medina (SPA), Nikki McCaslin (Library, Secretary). Guests: Joanne Addison (Faculty Assembly Chair, via phone conferencing). Guests attending final half hour of the meeting: Niraj Chaundry (Auraria Library IT), Crystal Assell (CU Online), Russ Poole (OIT)

Addison: We need cooperative relations with IT and CU Online. One issue at hand is the hiring of a digital dean. They would be a true faculty member. LETTS is an advisory to that position. FCQ's are a traditional subject for LETTS. If we go fully online, we won't have to work with CU Boulder. There are online issues to discuss. Russ Poole wants to take over FCQ's. We want them in Institutional Research. There has been a reaction to academic activities being moved out of Academics, for example CU Online is now under IT Services. I hope that we can have a truly collaborative relationship with CU Online, IT Services and faculty. Faculty wants to participate more in decision making and be proactive rather than reactionary. Faculty Assembly is limited to academic affairs and is also advisory. Some recent issues with CU Online are: a private survey that they made public; they outsourced online tutoring without consulting the faculty; and the colleges have to pick up CU Online funding after the initial year.

Wilson: Russ Poole started LETTS. We will bring in administrators to be participants at LETTS at some level.

Nikki McCaslin is approved as LETTS secretary for 2015-2016 year. Minutes will be sent to Brent Wilson for refinement and will then be approved by the committee.

We will keep a hybrid model for our meetings. F2F will be the default, but we can also use Zoom. We want to have the option to meet first as a committee before we invite administrators to join us. We will try to schedule one hour and meet monthly, roughly the 3rd Tuesdays of the month, 12-1:00. I will send a doodle pool for meeting times.

LETTS Priorities for the coming year:

Assessment of FCQ's Online

Environmental scan, faculty survey every 2 years

Digital Dean, preventing missteps

Library makerspace programming

The meeting was joined by Administrative guests from 1:00-1:30

Poole: IT governance wants better feedback from learning and teaching personnel. They need faculty participation and want to be responsive to faculty concerns. Their projects include TSS-technology support services, classroom tech help and lecture capture.

Assell: She has been managing CU Online. She wants LETTS to help her prioritize her projects. She will send a digital spreadsheet to the LETTS homepage for direct comments.

Chaundry: IT in the library has hired 2 new staff members and are working with the History and Architecture and Planning departments. We are creating 2 maker spaces that will be open next year. We will have 2 active learning classrooms.

Respectfully submitted,

Nikki McCaslin, LETTS Secretary

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LETS webpage. This official page includes a list of members for 2015-16 and meeting minutes. Here is a list of LETTS members.

Agenda for Tuesday 26 January

12 – 1 pm
LSC 320 Conference Room
Zoom:
https://docs.google.com/document/d/1uCwwsEYZQflgqCgFSPuAx0vUdQRB9FHJLKfWf ZZCg7Y/edit#
or phone: +1 415 762 9988 (US Toll) or +1 646 568 7788 (US Toll)
        Meeting ID: 245 639 527

Approve minutes from the last meetings
Review and discuss CU Online's Top Ten Projects
Other items?

Notes for 17 November

12 – 1 pm
LSC 320 Conference Room

Approve minutes from last meeting
Environment scan - from individual units
CU Online prioritizing - Crystal's table of projects
Other items for next time:

Notes from 20 October Meeting

20 October 2015
12 – 1:30 pm
LSC 320 Conference Room
12 – 12:45 LETS faculty reps
12:45 – 1:30 Admin joins the meeting

Attending: Brent, Joanne, Nikki, Pamela, Marisa, David, Jiban; then Russ, Crystal, and Niraj joining second half

Startup items (process)

- Discuss priorities and goal setting for the year (below)
- Scheduling future meetings - 2nd or 3rd Tuesday noon seems a good time; will confirm with a Doodle poll to the full group; meeting will be an hour long and include both faculty and administrators
- Secretary – Nikki volunteered to be our secretary - thank you Nikki!
- Agendas - We will keep this website for agenda setting and working notes
- Online versus f2f meetings - Keep the f2f meetings unless the timing is particularly poor (e.g., end of term); allow phoning in or Zoom option for those who can't join live

Possible priorities for the year

FCQs - fully online?
1. Since Boulder handles print forms, we lose some control
2. Pros and cons to print vs online
3. Policy and procedures
4. Where would the service live?
   a. Institutional Research
   b. OIT
5. For the year: Assess where we are and how we can contribute to the conversation/decision

Environmental scan of needs and concerns – Schools, colleges, departments - Each LETTS member - talk to your unit faculty for needs, concerns and priorities - bring to the table

Faculty survey - prepare for a needs survey - this year or early next

Digital Dean – working more closely and cooperatively with academic units

Library - Preparing 2 maker spaces; review and advise concerning this work

Shared governance by admin and faculty
1. Determining stance and model of CU Online and TSS (Tech Support Services) to faculty and academic units - i.e., is it a centralized or distributed model
   a. Is the mission primarily service or regulatory?
   b. How can CU Online and TSS best serve and complement the ongoing projects and efforts of individual faculty and academic units?
   c. How can faculty participate in establishing policy and regulations - and how can we keep those regulations from hampering or disrupting unit and faculty initiatives?
2. Preventing missteps - increase faculty participation in decisions; two examples of what we don't want to repeat:
   a. Student surveys - any surveys sent to students should be vetted and co-developed with faculty; also publishing of findings
   b. Tutoring services - LETTS should be informed of any matters or pending decisions involving academic activity, impacting students and/or faculty
3. Russ - We need to determine which items LETTS can advise/act on; which need Faculty Assembly participation - David and Joanne and help with this
4. Timeliness of information, response - a consideration
5. Continuing communication and transparency are keys to success

Crystal - prioritizing [CU Online projects](#) - review projects and help prioritize (next meeting)

From CU Online – top student concerns (from 2014?)

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5. Better course organization
   a. Make sure content items are viewable
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   c. Turning in assignments needs to be an easy process
   d. Instructors need to use the platform to its fullest extent (do not just use for posting content or submitting assignments, make the course engaging and interactive).

LETTS meeting, November 17, 2015, via Zoom

Minutes

In attendance: Brent Wilson (Chair, Education), Jiban Khuntia (Business), David Bondelevitch (CAM), Pamela Medina (SPA), Nikki McCaslin (Library, Secretary), Crystal Gasell (CU Online), Dave Thomas (CU-Online), Laurel Hartley (CLAS)

David moved to approve minutes. Brent seconded. Minutes were approved with minor corrections.

Brent: The bulk of his programs are either online or blended. There needs to be better articulation between CU Online and specific support for our programs. What is the vision for CU Online? Primary instruction design assistance?

Laurel: She is interested in STEM labs, online courses, and hybrid courses.   Also, large classes with 300+ students. Can labs be made smaller? How is the quality of instruction affected online? Virtual lab support.

Brent: Virtual lab support is a good topic. Keep faculty concerns on the agenda. Next up is Crystal's table.

David: Let's table this table until next year.

Crystal: There are 10 things on a short list.

Jiban: What is the plan or purpose for us to prioritize? It will take a lot of time to do it properly and we need more information—budget, use to end user, etc.

Brent: How useful of a project is this?

Crystal: They would like a space to meet with faculty and get their feedback. Each of the governance committees brought their top 5 priorities and they have all been accomplished but one. They now need a list from LETTS. They are working on an individualized scale regarding etext. They could do a small project for science labs.

Brent: If the use is not beyond a certain limit, then the unit should pay. Tutoring is of interest to ¼ of the students. It should be decided by the department.

Dave: They use a box model, look for the greatest impact and to see if they are getting it right. Tutoring is very diverse and is used. They run with success, not try to force anything on anyone.

Brent: FCQ's are off the list unless we hear from the assembly. In lieu of next meeting, Brent wants to work with Dave and Crystal separately and will report back.

Respectfully submitted,

Nikki McCaslin, LETTS Secretary