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. 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?)

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, February 16, 2016, Minutes

In attendance: Brent Wilson (Chair, Education), Jiban Khuntia (Business), Pamela
Medina (SPA)), Crystal Gasell (CU Online), Maryam Darbeheshti (Engineering), Laurel
Hartley (CLAS), David Bondelevitch (CAM), Charles Musbilad (Antropology),
Jozianne Mestas (OIT, guest), Nikki McCaslin (Library, Secretary)

Jiban Khuntia was unanimously elected Vice Chair of LETTS, effective immediately
(motion by David Bondelevitch, seconded by Nikki McCaslin).

Jozianne Mestas, the program director of TSS (Technical Support Services, formerly
Educational Support Services) met with the LETTS committee to explain her services.
They give classroom and audio visual support for all 14 Anschutz buildings and CU
owned buildings on the Auraria campus: Business School, ESL Academy, LSC,
Conference Building and Student Commons. Her scheduling form is available at
https://schedule.ucdenver.edu

        She discussed TSS services and will make her Power Point presentation available
to the LETTS committee. Some services include classroom computer support, event
recording and reproduction. AV rental is fee-based and the fee schedule is available on
their website. A video tutorial and virtual user guide is also available.

A topic for next meeting will be Turning Point. Canvas supports I Clicker and Turning
Point, but there has been some negative experiences with Turning Point, specifically the
lack of support.

Brent: What are the steps when there is a change? How do we truly support a new
technology? What are the consequences when a vendor fails its promises? We need to
determine next steps.

Jibun: We need one person in each unit to be empowered to fix problems. After hours
support is especially bad. There are call buttons in each classroom, but there is seldom
any answer. There are a lot of problems in the North Classroom. It might be worth
having student support check each classroom before class. Is there a way of tracking
problem classrooms?

Jozianne: 30 of the classrooms in the North Classroom building are currently being
renovated. They have a number of monitoring systems—weekly and monthly reports and
ticketing systems identify problems and the data is analyzed.

Brent: currently 7:30 am-5:00 pm are serviced. LETTS recommends extended service
hours.

Jozianne: Videoconferencing: Zoom can accommodate up to 100 users, including
students. Also it has "rooms" for up to 500 users. There is a Cisco video bridge at

Anschutz. South Denver has 2 units. Mobile carts can be moved to any room with video and power.

Brent: lecture capture—where would one go for help? CU Online will help. Panopto is at Anschutz, not here. The management team is looking at this now.

Laurel: wants to know if anyone is investigating Solstice? It is a wireless screen sharing application in which students can project multiple screens.

Jozianne: currently we have Tidebreak in Student Commons 2500 and 2504. It is not yet fully implemented. Solstice is part of the North Classroom renovation plans. Faculty feedback is a high priority for them.

Next LETTS meetings will be March 15 from 12-1:00.

Respectfully submitted,

Nikki McCaslin, LETTS Secretary

LETTS meeting, March 15, 2016, Minutes

In attendance: Brent Wilson (Chair, Education), Jiban Khuntia (Vice Chair, Business), Crystal Gasell (CU Online), Maryam Darbeheshti (Engineering), David Bondelevitch (CAM) via Zoom, Jozianne Mestas (OIT, guest), Nikki McCaslin (Library, Secretary)

Brent: Russ discussed the new CMS contract at faculty assembly and he did a good job of reporting and defending the process and the choice. It was a productive meeting

There needs to be articulation between groups. Also dollar support. Brent is going to prepare a letter to Russ to request expanded evening and weekend support.

Joziane: Regarding correct help desk and contact info: some classrooms have clear signage (ie. Business School) and others (North Classroom) are more confusing. AHEC has the North Classroom now, but as it is renovated, OIT will have a bigger role.

Brent: Having a standard way to get help until 7:00 at night would be helpful.

Jiban: Business School can shift to another classroom when there is a problem. He would like to hear from other schools. Part of the discontent is different levels of service. We should get the ball rolling by suggesting a path forward.

Crystal: AHEC-owned classrooms are not always maintained and there are service delays. CU should be able to bring in a portable projector when there are problems. That might overstep the memo of understanding. We need to identify gaps.

Brent: Matt Keller is the AHEC person. We will try to solve problems and provide a report. We need to talk with Matt. Would there be a downside?

Jozianne: We update Matt annually. We need to clarify expectations and protocol. If AHEC is non-responsive, how do we do a work around? Now we just notify AHEC. Make a work around solution, should AHEC not respond. We recommend a single point of contact. Proposal—invite Matt Keller to a future meeting. Before that OIT, CU Online and AHEC meet preliminarily. The problem should lessen after we take over the North Classroom.

Brent: The OIT support staff service hours are 7:30-5:00. CU Online is 8-5:00. LETTS recommends extending support hours to 7:00 pm, 8:00 would be better.

Student response systems and available staff to support issues and training. Should we bring David Paul in for a report? Betty Charles charged David Paul with support and training. Invite both Betty and David to a future LETTS meeting.

Next LETTS meetings will be April 19 from 12-1:00 in the Auraria Library Collaborative Classroom. Topic will be clickers and Brent's letter to Russ Poole.

Respectfully submitted,

Nikki McCaslin, LETTS Secretary

`LETTS meeting, April 19, 2016, Minutes

In attendance: Brent Wilson (Chair, Education), Jiban Khuntia (Business), Charles Musiba (Antropology), Jozianne Mestas (OIT, guest), Nikki McCaslin (Library, Secretary), Russ Poole (guest), Betty Charles (guest), David Paul (guest)

This is the last meeting of the fiscal year and we met in the Auraria Library. Brent will prepare an end of year report for Faculty Assembly.

Russ: He returned from the LMS retreat. One person was invited from every school, 24 invitations, 23 came. The vote was evenly split between 2 systems after voting three rounds. The decision will be communicated as soon as he get final approval. The service model is the most important point. Either technology will suffice. It needs to be user friendly and intuitive. Both are open source. The finalists are Drupal and Sitefinity.

Betty: Regarding clickers and classroom support, it is nice to know whom to contact. The lack of MOU support is causing angst. It would be nice to have a 1-stop shop. She will work with AHEC to work out a plan, with options for evenings and weekends.

Brent: CU Online will also contribute. He still needs to write a letter of need and make an end of year report to FPC.

David: He had an April 1 clicker training class, 8 attended. May 6 will be the next one. They are fully able to support the new system, Turning Technologies. Iclickers are also still supported. They are not involved with training on the Denver campus. Before, it was considered faculty development and laissez faire. Now David Paul is responsible for implementation and training. He has an intern from Turning Technologies. They will have 2 interns for training after the new fiscal year. Continuity was an important factor. Both technologies are moving to a bookstore model. Smartphones are also an option, but they need wireless. Some classrooms have poor connections. David will have someone test wireless in advance in the classroom prior to the class. Pedagogy is very important. Turning Point is a product tied to Power Point. Ask questions first, have students discuss and then use clickers. There is a book on best practices using clickers by Doug Duncan. It is a good way to interact with large groups. The decision was influenced by full Power Point integration and the interns available for training.

Brent: Should we be promoting this? MSUD uses Iclicker and the bookstore still sells it, but it is not supported.

Betty: Would a paper product help which compares the systems? They will have monthly trainings and there is FAQ on their website.

Meeting was adjourned following a tour of Auraria Library and the new Creative Technology Commons.

Respectfully submitted, Nikki McCaslin, LETTS Secretary

`LETTS meeting, September 30, 2016, Minutes (amended)

In attendance via Zoom: Brent Wilson (Chair, Education), Jiban Khuntia (Business), Nikki McCaslin (Library, Secretary), Tanya Heikkila (Public Affairs), Joanne Addison (FPC), Alyssa Martoccio (Modern Languages), Maria Buszek (Visual Arts), Margaret Wood (Anthropology), Maryam Darbeheshti (Engineering), Laurel Hartley (Integrative Biology)

The LETTS committee will meet the 4th Friday of the month from 3-4:00 and we will continue the practice of inviting administrators to our meetings. Brent, Jibun and Nikki were affirmed as continuing LETTS chair, vice chair and secretary.

Our priorities for the coming year include FCQ systems, starfish system, technology to assist us in early detection of students at risk and clickers technology.

Joanne: we can design our own FCQ's, partnered with IDEA. There will be 15 classes taking our self-designed FCQ pilots in the Spring and Fall 2017 semesters. We will do 2 FCQ's, the old one and the new pilot. Maryam and Jibun are participating in the pilots.

It is too expensive to make our own decision—we need to stay with Boulder.

Our goals for the FCQ's: reduce bias, sustainable, customizable at various levels, meets the needs across campuses for diverse courses. Some other assessment options are peer observation, in class polls, and mid-term FCQ's.

Respectfully submitted,   Nikki McCaslin, LETTS Secretary

LETTS meeting, October 28, 2016, Minutes

In attendance via Zoom: Brent Wilson (Chair, Education), Jiban Khuntia (Business), Nikki McCaslin (Library, Secretary), Tanya Heikkila (Public Affairs), Alyssa Martoccio (Modern Languages), Jozianne Mestas (OIT, guest), Crystal Gasell (CU Online), Dave Thomas (CU Online), David Paul (guest)

Minutes for 9/30/2016 were approved by email with minor amendments.

David Paul: he has had several Turning Point sessions but they were not well attended. There has been some success with a Turning Point trainer going out to units at Anschutz. Crystal is running a status report to include how many units are still using iClickers. The goal is to continue to support people with the transition from iClickers to Turning Point. He has not heard any complaints about the new system from the downtown campus, but he only has email lists. It looks like the transition is successful and he is available for any help.

Brent: Priority topics for our committee to consider are 1) FCQ Piloting, 2) Turnitin plagiarism checker replacement, 3) Starfish early student risk support software, and 4) clicker systems.

LETTS meets the 4th Friday of the month and will not meet in November and December because of the holidays. Next meeting is 1/27/17, 3-4:00 via Zoom.

FCQ's

Jibun: He and Maryam are doing FCQ pilots. They have only the process at the moment. He requests descriptions and that student comments and a summary be transcribed for review purposes for the new FCQ's. There is an over-reliance on ratings and we need to use a broader spectrum to evaluate educators. Program and course development, advising and mentoring are also part of the teaching job. Student advising is missing from FCQ's.

Tanya: Public Affairs requires three forms of assessment—FCQ's, an outside evaluator and one other form of classroom survey. Comments could be used more effectively.

Brent: Review committees take data, qualitative survey results and student responses seriously. It would be fun to do a "wordcloud" with course comments. We can do FCQ's for internships and other projects. Online FCQ's.

Alyssa: Each area is different. We need multiple means—FCQ's are 40% of merit review.

Brent: In the Education dept. it takes 1 day to evaluate 40-50 people. He is worried that a fast review might lack depth. They don't look at narratives nearly as much as the quantitative data, such as FCQ's. Some improvements could be made here.

Turnitin replacement

Crystal: Turnitin replacement is at the top of her mind because renewal is imminent. There are emerging programs coming out all of the time.

Brent: We are considering Plagiarism Live and other tools to support teaching. Concerns are fairness, accuracy and automation in a less than perfect way. How much loss of quality are we willing to tolerate before we support and recommend it? Are we using student fees for this? Is this appropriate and ethical?

Jibun: There are massive plagiarism cases in online courses. With online exams there are no clear guidelines and with one IP address for the same classroom, tests can easily be copied from each other.

Dave: This has never reached the level of policy. Departments need to set their own policies.   We are currently looking into an automated test grading system that can do "writing fingerprinting" and identify potential breaches of student conduct. We would like faculty to participate in the demos and share their information.

Crystal: We are soliciting papers to try out the demos.

Brent: We learn over time about new tools. Is Faculty Assembly involved?

Dave: LETTS is the vetting group.

Jibun: We need guidance on the best way to detect plagiarism. Do we know how to put forth the right questions?

Crystal: We offer a workshop that might help: Thinking Through Academic Honesty.

Respectfully submitted,   Nikki McCaslin, LETTS Secretary

CU Denver Faculty Assembly Meeting

December 6, 2016
12:00 pm - 2:00 pm
LSC, Chancellors Conf. Room

Minutes

Attendees: Joanne Addison, Lee Potter, Stephen Thomas, Rebecca Hunt, Amy Vidali, Lucy Dwight, Carol Dee, David Bondelevitch, Diana White, Linda Fried, Casey Bennett, Andy Rumbach, Liliya Vugmeyster, Leo Bruederle, Ilkyeun Ra, Jeffrey Schrader, Dan Koetting, Sam Walker, Tammy Stone, Bruce Neumann, Mike Radenkovic, Pamela Laird, Edward Dill, Sherry Taylor, Sommer Browning, Vivian Shyu

12:00 PM **Joanne Addison - CU Denver Faculty Assembly Chair**
- Meeting brought to order; introductions of members made.
- Approval of Minutes: Rebecca Hunt Motion, Eric Baker 2nd
  - 25 votes in favor, 1 abstain, minutes approved.
- We want to have a conversation about the legal aspects of Sanctuary Campuses.

12:02 **Sarah Horton**
Update on Sanctuary Campuses
- There are currently petitions being circulated around campuses in Colorado and the Nation that ask Universities to reaffirm their support of their DACA Students. A petition has been started on our campus, to express the support of undocumented and DACA students on our campus. The writers of the Petition believe that it is keeping to the mission of diversity and inclusion set forth by our university. Six University campuses have declared themselves sanctuary campuses. They won't break the law, but they won't aid with the process of identifying their students.
- We wanted to open up the floor to a discussion about whether or not the Faculty Assembly would like to make a statement about this.

12:10 PM **Provost Nairn – Office of the Provost**
- The students reached out to the administration when this issue first came up on campus. We told them how much we support them and what limitations of the support might be. There is continuing discussion on all of our campuses, and the chair of the board as well as President Benson have visited all of the campuses to speak with students.

12:15 PM **Chris Puckett**
- Students are currently worried about how their data is handled. The way it works right now is if the Federal agency reaches out to us and asks for information, there is a procedure that we fallow under FERPA. If it is a public safety emergency or imminent threat of bodily harm

dor death, that controls. However if that isn't the case then we do not release their information. If there is a subpoena, court order or search warrant, we are required by law to notify and give them a reasonable amount of time to challenge the request in court.

12:31 PM   **Carol Dee**
Budget Committee Report
- Two new degree programs have been approved and are being sent to the Regents, one is statistics and the other in education. There is a new budget model that is being worked on. There is nothing in the model currently for raises at this time. Hopefully at the next BPC meeting there will be an update on the new budget model, there are goals in place to get the model running by the end of this calendar year.
    - There is a contract being formed to bring on a consultant to help develop the model.

12:40 PM   **Nelie Viveiros, Director of Equity & Title IX Coordinator**
Sarah Berg, Associate Director, Office of Equity, Deputy Title IX Coordinator
Title IX Survey Update
- The survey is focused on sexual misconduct on campus. It is a powerful tool for our campus to be able to address this issue and get a better picture of what is happening on campus.
- This is the same survey that Boulder launched last year, the questions and terms mimic what is outlined in the APS 1514. Which is the sexual misconduct policy that transcends all four campuses.

12:31 PM   **Amy Vidali**
Disabilities Committee Report
- Doug Kasyon the New HR coordinator is now the new ADA coordinator. A big issue the committee sees is the lack of a grievance procedure for faculty accommodations.
- DRS is forming a new committee with the hopes of obtaining more resources for DRS.

12:50 PM   **Joanne Addison – CU Denver Faculty Assembly Chair**
FCQ Update
- At the end of this year we will be in need of a new chair.
- Boulder, Springs, and Denver have created a joined committee to update the FCQs.
- Boulder will most likely still head up the FCQs and we will be their client.
- The goal is minimizing systemic bias from the FCQs
- Faculty are most interested in Student Learning. However, this is not something that will be necessarily answered by the FCQ change.
- Another topic of discussion is faculty development, however this will most likely need to be addressed at the campus level.
- There will be a big push for increasing response rate. The FCQs will move towards more actionable and concrete questions.
- The pilot will hopefully be done by the spring.

1:15 PM   **David Thomas, Academic Technology Director**
New Plagiarism Software Update
- This project is in the curiosity phase, very first steps of looking at a new plagiarism software. We are currently looking at a competitor to "turn it in". This new program works off of

mechanical learning, and focuses more at outsourcing plagiarism when a student has their paper written by a third party. This software creates a writing signature that is used to compare new papers with to determine how different it is from the student's previous work.

- The second system is a system of robotic grading.
- Both of the companies are making testable claims, the first step is asking if these programs work. There will be a demo conversation with one of the founders of the software. This is not a demo towards a purchase but just about exploration. The demo will be on November 18th.

1:15 PM   **Joanne Addison – CU Denver Faculty Assembly Chair**
Reduction of TIAA Benefit
- When you turn 59.5 you can have money from your 401a distributed to you. This sum can be the total of your 401a, without having to pay penalties.
- HR is recommending that this benefit be cancelled.
- All current faculty will be grandfathered in, and the benefit will be active as previously stated with the amount of money currently in it.
- If the benefit is kept, then this benefit will be accessible at 62 instead of 59.5.
- HR doesn't want to keep this benefit, and end it.
- A consensus has been made by the Faculty assembly that they would like to keep the benefit as is.

1:36 PM   **CU Denver Faculty Assembly Committee & Campus Reports:**
- **Academic Personnel Comm (APC):** There was an executive session that focused on new incentives to move forward their policies for faculty salaries.
- **Educational Policy & Planning Comm (EPPC):** The draft of the equity resolution has gotten feedback. It proposes that each program and department work within their own team to produce an equity and inclusivity teaching document. The idea being there will be more response and more change at the grassroots level. There is also information gathering around a grade forgiveness initiative.
- **Learning, Educational Technology, Teaching, and Scholarship Committee (LETTS):** Adaptive learning is on the forefront of the committee's mind as well as ADA accessibility issues.
- **UCD Assoc. of Lecturers & Instructors (UCDALI):** The third of the three rounds of grants are currently being worked. The application deadline has been extended to November 11th. The UCDALI fall event was very successful with around 40 people coming through. The Bridge Network is also up and running. If you know of any NTTF that would like to get involved with UCDALI please direct them to the Bridge Network page on the UCDALI website.
- **Student Government (SGA):** College Council will be taking over attending the FA meetings. There is a goal of building a bridge between students and instructors. There is also an idea of having the first few office hours of the semester being mandatory.

2:00 PM   **Meeting Adjourned**