

Boulder Faculty Assembly
Administrative Services & Technology (AST) 2017-18 Annual Report
Date: May 15, 2018

Report Completed by: John J. Hoover, School of Education (AST Chairperson)

AST Committee Members:

Faculty: John Hoover (Chairperson), Martin Walter, James Meiss, Alan Mickelson, Bengt Fornberg, Alex John Sweetman

OIT and Administration Resources: Larry Levine, Marin Stanek, Aisha Jackson, Mark Werner

Meeting dates: 9/11/17; 10/02/17; 11/06/17; 12/04/17; 02/05/18; 03/05/18; 04/02/18; 05/07/17

Note: The AST Committee meets monthly given that a significant amount of preparation and background work must be completed by committee members prior to each monthly session to identify speakers, gather necessary support materials, and overall facilitate efficient use of committee meeting time.

* * * * *

Overview of Committee Work and Accomplishments

The BFA AST Committee held monthly meetings examining a variety of topics associated with technology and administrative services that most impact faculty and students on campus. Meetings typically included guest presentations followed by discussion, input, and decision-making relative to the two committee primary areas of concern as summarized below.

AST Administrative Services Topical Areas

The committee members addressed several key administrative services topics:

1. *Undergraduate Student Experiences.* Committee was provided two updates on the progress of the *Unified Student Experiences Project* with members sharing input into various topics to include and address. Updates were provided during the Fall and Spring terms. During the Spring Term, Marin Stanek delivered a presentation on the progress of the project, which when completed will allow students to access materials and information in a more streamlined and efficient manner. The prototype is scheduled for implementation in the Fall 2018. John and Marin will continue discussions about how to best involve the AST committee in the project.

2. *Freshmen Retention Rates.* Committee was provided an update on the retention rates of freshmen followed by discussion of ideas to improve retention to include increased administrative supports for freshmen through a variety of programs.

3. *Classroom Assignment Process.* Trina Hicks and Jenny Primm from the **Office of the Registrar** presented an overview of the process by which the Office of the Registrar schedules times and classroom locations for the 6,400+ course sections that meet on campus every semester. The office is directly involved with only 2,100 – 2,400 “centrally scheduled” classes, as the remaining 4,000 or so are controlled by the various departments and colleges. Faculty input is provided basically through each

unit's liaison to the registrar's office, and the rooms are assigned in accordance with each unit's class schedule. The unit is allowed to state its top three building preferences for any given course/section. The unit is also allowed to adjust its assigned rooms and times, after the Registrar's first run at the "match" process, about three months before the start of the semester. It is during this early adjustment phase that logistical problems (including the dreaded 15-minute sprint from Econ to Duane Physics) can be flagged, and resolved. Working with the unit liaisons, the office is able to whittle the list of about yet-to-be-placed sections down to zero, adhering to its mantra of "Leave No Class Unroomed." Trina said faculty make her office's life easier when (1) a department's teaching schedule covers a wide variety of days and times, rather than clustering tightly around only a few "primetime" slots that the rest of the campus also covets; and (2) a department submits its teaching schedule – especially with extraordinary classes and those with special logistical needs – as early as possible.

4. *Parking issues for faculty during large and small-scale events.* Brian Groves and Tom McGann from **Parking and Transportation** attended and shared ideas about faculty options to address parking issues associated with small scale department events/workshops, and classroom instruction at the same time large scale events occur. Ideas included discussing issues with department, school, or college representatives since a sufficient number of parking permits are usually granted to faculty for these special occasions. The committee members were informed that all permit holders are made aware via email when a lot may be closed along with a suggested alternate lot. Based on committee input, *to address the issue of keeping both permit and non-permit holders informed, Brian indicated that a link on the transportation website would be developed to provide additional guidance to faculty concerning existing policies and upcoming lot closures.*

AST Technology Topical Areas

The committee members addressed several key technology topics:

1. *LMS CANVAS Migration.* OIT's Aisha Jackson, who is directing CU Boulder's migration from the Desire 2 Learn learning management system to the Canvas system, distributed a "Canvas Highlights" sheet, which summarizes the changes that OIT thinks faculty and students will most appreciate. Near the end of the Spring 2018 term the following select accomplishments have occurred:

- Adoption rate (lectures, seminars, main labs) are increasing with most instructors beginning to use Canvas
- During the Spring 2018 term there were 1091 university classes using Canvas
- Fall 2018 projections indicate 87% of LMS courses are/will be situated on Canvas
- During the Spring 2018 term, 31 Canvas training sessions were delivered across campus attended by over 250 participants with most being very satisfied with the trainings and information shared by OIT about Canvas and its migration supports.

2. *ASSETT faculty and student technology survey.* Mark Warner and Shane Schwikert from OIT shared information about the continuation of a student and faculty technology survey project jointly implemented with AST. Though the survey and project are longitudinal, AST committee members had the opportunity to review both surveys during December 2017 and provide input. OIT staff sent each committee member the surveys. AST members had until the end of December to provide input. Survey was distributed during the spring term with preliminary results shared at our May AST committee meeting. Preliminary results

show that the majority of faculty and students see the value and positive impact of technology use in teaching. Additional analysis and results are forthcoming.

3. *Development of technology/administrative services contacts tool.* The committee discussed the idea of generating a tool that identifies for faculty in one online location initial contact points for some of the topics/issues most relevant to faculty that require follow-up support from various departments across campus. Once developed, the tool will provide faculty a streamlined process for identifying important contacts, thereby avoiding the need to ‘search around’ for essential administrative or technology supports. The following items were initially identified:

Canvass	Distance ed. classrooms	Room technologies/space limitations
Safety	Building layouts	Email
Discipline	Teaching and technology	Online teaching/learning
UDL template	Disability accommodations	Lynda.com
Harassment issues	SkillSoft	

Committee members will bring additional items to include in the list and will continue development of this tool during the Fall 2018.

4. *Privacy when using camera/audio equipped classrooms.* Concerns and issues associated with student and faculty privacy when using classrooms equipped with audio and video capabilities were discussed. The process to ensure privacy needs was examined in further detail. The committee members identified five topics concerning privacy:

- a. Instructor control over on/off switch in classroom so recording is avoided without consent
- b. Student and faculty consent and how this is dealt with at CU
- c. Status of power on/off when class is not in session---is equipment always on?
- d. Need for more visible contact information posted in room with real-time support available should issues arise at beginning or during classroom instruction
- e. Location of and access to audio and video recordings

Julian Kinsman and Kristi Wold-McCormick attended a committee meeting and discussed these items associated with course delivery in audio/video equipped classrooms.

Discussions of the above topics led to three recommended action items for change:

1. Statement will be placed at a strategic location in each relevant classroom that clearly indicates that video recording only occurs at the direction of the instructor
2. The current classroom location(s) of sign(s) indicating support contacts will be reviewed with additional signs added if necessary
3. Syllabus guidelines concerning audio/video topics specific to courses taught in the relevant classrooms will be reviewed by the registrar’s office with further discussion to occur

Committee also discussed the importance of faculty indicating how long a captured lesson or class be maintained keeping in mind that very view captured classes or sessions are reviewed after course completion. Also, OIT staff indicated that student access to captured material is generally closed within a few weeks after course completion, and that students who wish to view captured material when closed do

so only with instructor permission. Initial recommended changes discussed and agreed upon by the committee will begin during the Fall 2018 term with continued follow-up on this topic to occur during the 2018-19 academic year.

Summary

Overall, the BFA AST committee served to support faculty and students in the areas of Canvas LMS, teaching and technology, classroom space issues, faculty parking concerns, and instructional classroom privacy. The 2018-19 school year will see continued work in these and related areas.