

**Boulder Faculty Assembly**  
*Administrative Services & Technology (AST) Committee 2018-19 Annual Report*  
May 07, 2019

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

**AST Committee Members:**

*Faculty:* John Hoover (Chairperson), Robert Buchwald, Alan Mickelson, Alex John Sweetman, Martin Walter

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

**Meeting dates:** 10/01/18; 11/05/18; 12/03/18; 02/04/19; 03/04/19; 04/01/19; 05/06/19

*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.

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**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 Technology Topical Areas**

*The committee members addressed several key technology topics:*

**1. ASSETT Faculty and Student Technology Survey.** OIT staff shared information about the results of a student and faculty technology survey project jointly implemented with AST committee members. Results show that the majority of faculty and students see the value and positive impact of technology use in teaching. The link below provides the Executive Summary of the survey results, which also contains the link to the more detailed and complete survey results. The Executive Summary was distributed via email to the ExCom members and all BFA representatives across the Boulder campus during the Spring 2019.

*Executive Summary link:*

<https://docs.google.com/document/d/1tAMvfMSnwRzPICgNY0n0CKpdUoP6wPELNxDZenjJPGQ/edit?usp=sharing>

**2. LMS Canvas Migration from D2L.** OIT’s staff shared the timeline for retiring D2L with all courses migrated to Canvas, and all future courses being delivered via the Canvas LMS. Specifically, over 90% of online courses are currently situated in Canvas with continued efforts to move the remaining courses during the summer 2019. Web grading has been improved via Canvas with efforts continuing for additional improvements. The Canvas student App is a success thus far with the students.

**3. Classroom Privacy.** As a follow-up to discussions about classroom privacy that began during the 2017-18 academic year, several updates on progress toward improving privacy for faculty and students when using classrooms with video/audio capabilities were provided to the AST committee members. Specific discussion items and suggested solutions are summarized below:

*Discussion items*

Primary expressed concern focused on the recording/capturing of classroom events unknown to the faculty/students using the classroom.

Scheduling should focus on placing the correct instructors in these rooms (i.e., faculty who wish to use the technology); Sometimes faculty are placed in these rooms who do not want to use the technology.

Rooms cost over \$100k to install; \$100/hour fee for classroom capture for outside workshops (fee currently waived via a pilot project); No charge when instructors use classroom capture linked to a course.

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.

*Solutions – Select possible solutions to deal with classroom privacy:*

Strategically situate needed signage in classrooms adhering to preference for limited signage use.

A power down (off switch) is not an option; however, instructors must request capturing and if not requested capturing is not occurring.

Inform faculty that there exists a process for capturing, with an indicator light on the panel illuminated when capturing is occurring; captured sessions only available to course students.

Instructor needs to be made aware of and make certain to inform students that they can opt to sit in a location in the classroom that would not capture them (e.g., back area of classroom).

Each specific classroom capture room should be identified in course listings to inform students during registration.

Attempts are and will continue to be made to avoid placing instructors in these classrooms if they don't want to use the capture technology.

*Plan for monitoring effects of suggested strategies/timeline was discussed leading to the following:*

Faculty and students can use phone in room to voice opinions; Calls tracked and number of calls;  
How do we inform faculty and students of this option?

Add FCQ item concerning privacy.

Randomly select instructors who use the classrooms and interview them soliciting feedback.

**4. Classroom Capture Video Systems Project.** Presentations were made that described an overview of an OIT project examining how people use Classroom Capture video systems at CU. OIT group shared data and an overview of the Classroom Capture research project, which focuses on examining how instructors and students use classroom capture. The possibility of adding privacy issues and student attendance features was discussed. Follow-up presentations with results from the project will occur during the 2019-20 school year. Also, a follow-up presentation was delivered by OIT staff demonstrating specific types of material and features found within a classroom captured

session, along with how instructors and students may use the material. AST committee members found that this follow-up presentation value-added to the previous material shared by OIT about the project.

**5. 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	SkillsSoft	

Due to other issues with higher priorities this topic was tabled until the 2019-20 school year.

### **AST Administrative Services Topical Areas**

*The committee members addressed two key administrative services topics:*

**1. Financial Futures Online Workstream Initiative.** Committee was provided a brief overview of this initiative and potential role of the AST committee. Specific topics addressed through the *Initiative* include:

Level of increased revenue and reduced costs via online  
 Campus concerns in online space  
 Idea sessions: Some online ideas for courses are moving forward with departmental support  
 Structures need to be considered prior to moving forward  
 Vision for online on the campus, what is the market?  
 How is tuition impacted and revenue shared from online courses?  
 Faculty supports for developing and teaching online courses  
 Student supports when taking online courses (i.e., technology, advising)  
 IT infrastructure needs and issues  
 Determining who approves online courses or MOOCs

The AST committee members will receive periodic updates about this initiative during the 2019-20.

**2. Acquiring/Using Course Materials.** Presentation discussing potential new options and challenges with acquiring and delivering course material was delivered by CU Book Store and Auxiliary Services administrators. Discussion items included:

- Publishers have been exerting more controls over ways faculty purchase and use texts in courses.
- Negotiating power between faculty and publishers needs to be explored.
- For some publishers, the print option will soon be unavailable, or the cost to purchase

print materials will be very high limiting this option for students and faculty (*e.g., Cengage has indicated that it will have no print books soon, possibly as soon as Fall 2019*).

- A committee led by Mary Kraus and Brian Groves has been formed to initially address the issue.

AST committee members expressed concern about the direction of only e-books available for a limited period of time, with no option for purchasing moderately-priced hard copies of texts. The use of Open Source was discussed as one possible option to address this issue. The involvement of an AST and/or other ExCom committee members on the above committee was discussed.

### **Summary**

During the 2018-2019 school year, the BFA AST committee served to support faculty and students in the following topical areas (a) Canvas LMS, (b) examining perspectives about technology uses to deliver and receive instruction, (c) classroom capture research project, (d) Futures Initiative regarding technology, (e) emerging issues regarding the purchase and uses of textbooks and other course materials, and (f) classroom video/audio privacy. The 2019-20 school year will see continued work in these and related areas.