

UNIVERSITY OF PITTSBURGH
Senate Educational Policies Committee
November 17, 2014
Meeting Minutes

Present: Aggelou, Amy; Beck Jr, David; Falcione, Bonnie; Horvath, Zsuzsa; Kaynar, A. Murat; Manfredi, Juan; Petracchi, Helen; Roberts, Laurel Bridges; Sbragia, Alberta; Weinstein, Aliyah

Excused: Kelly, Kathleen Leibold, Mary Lou; Skledar, Susan; Tananis, Cynthia

Not Present: Nashaat, Rizk

Call to Order: The meeting was called to order by Zsuzsa Horvath (Chair) at 3:01pm.

Approval of Minutes: Minutes from the October 2014 meeting were approved as written.

New Business:

- **Guest, Cynthia Golden, Director Center for Instructional Design and Development Education (CIDDE)**
 - Ms. Golden provided a presentation for the committee with an overview of the mission of the CIDDE and the major services provided by the center, including activities this year and highlights of activities in the past year. Some of the services include consultations on teaching, active learning, coaching, guidance and training on educational technologies including but not limited to audience response systems, a video learning initiative (sharing courses between regional campuses), and lending devices such as cameras, laptops and iPads. Drop-ins (B23 Alumni Hall) or appointments (via phone 412-648-2832 or email etc@pitt.edu for CIDDE services are welcome. Ms. Golden also provided an update of the online programs at the university (Pitt Online and offerings via Coursera.) Currently there are 11 degrees or certificate programs offered through Pitt Online, and additional programs in development for 2015. A new course is being offered for faculty to learn how to teach online. A flyer used by CIDDE highlighting both Educational Technology Initiatives at CIDDE and Online Learning at the university was distributed to committee members.¹ Ms. Golden shared that the Center's biggest challenge is reaching the university community to gain input on desired services and to communicate availability of their existing resources. She concluded by requesting input from the committee on ideas for upcoming faculty development workshops, and by inviting those faculty who are interested in submitting proposals for the Provost's ACIE Innovation in Education awards to seek consultation from CIDDE (by appointment at teach@pitt.edu).
 - A tour of the resources from CIDDE, including the technology available in the nationality rooms in the Cathedral, the testing center (for on-line exams, make-up exams, accommodations for DRS, standardized exams, etc) in the Cathedral (G-33), the recording studio, and other resources in Alumni Hall was proposed for an upcoming Spring committee meeting.
- **Monitoring SEP Committee Member Attendance**
 - Chair Horvath provided background, and described the model used by the Faculty Assembly, for denoting members who are not present at SEP committee meetings in the minutes to expedite monitoring of attendance (along with listing those present and those excused). After discussion by the committee, members agreed that the Faculty Assembly model should be adopted and a

third category should be included in the minutes to list members who are not present at SEP committee meetings. Committee members felt this practice would ensure accountability.

Old Business:

- **Course summary form/enhanced course description**
 - The draft recommendation for the Faculty Assembly³ and the previous SEPC drafted “course description template”⁴ were circulated by email to committee members and Chair Horvath reviewed comments that were submitted by committee members including suggestions to include 1) if class attendance counts toward a grade 2) if make-up assignments are offered/required for missed classes, and 3) the number of homework assignments that are graded on the “course description template. An additional suggestion for noting a disclaimer on the template was made during the committee’s discussion. Finally, the committee discussed additions to the recommendation statement to faculty assembly including strengthening the language to highlight that the listed suggestions are examples for individual schools to consider for adoption with or without adaptations.
ACTION: a final email with the committee’s suggestions will be circulated for approval by committee members before the item is requested for addition to an upcoming Faculty Assembly meeting on Tuesday, January 13.

- **Creating working groups on two expanded senate executive committee requests:**
 - Digital ethics training and related social/digital media issues, in collaboration with CIDDE, TAFC and the TAFC Subcommittee on Academic Speech and Electronic Media.
 - Chair Horvath provided an update. SEPC members who volunteered for the workgroup include: Amy Aggelou, Bonnie Falcione, A. Murat Kayner, and Kathy Kelly. Co-Chair Falcione will chair the workgroup and the TAFC and the TAFC Subcommittee on Academic Speech and Electronic Media committees, and the NTS Ad-Hoc committee along with the Computer Usage committee were reached out to for volunteers to collaborate on the workgroup based on the Senate Executive Committee’s recommendation and based on expressed interest of the Computer Usage committee at the recent luncheon meeting with the Chancellor. This working group will follow-up on information shared by SEPC guest last year, Joe Horne, Director, Instructional Services, CIDDE, who spoke about the hybrid/online course structure best practices and plagiarism resource awareness. Work will include creating modules that can be used for plagiarism awareness in conjunction with CIDDE with consideration for modules referenced by Dr. Horne of a Digital Ethics series at Georgia State focusing on Plagiarism, Social Media and Copyright [<http://technology.gsu.edu/help-center/digital-ethics/>] along with a central repository for such resources including look into electronic speech issues at <http://www.utimes.pitt.edu/?p=30181>) and anticipated tasks of the workgroup including:
 1. Review of related university policies related to academic freedom and electronic media, including the existing classroom recording policy.
 2. Determine if existing university policies are adequate.
 3. Provide faculty with summary materials and assure ongoing access.
 4. Study the need for a subcommittee to provide proactive measures and assist in response to any such situations.
 - Chair Horvath reported SEPC members who volunteered for the working group on Student Opinion of Teaching survey item include: Cynthia Tananis and Laurel Bridges Roberts and Zsuzsa Horvath. Horvath will Chair this workgroup. TAFC and the NTS Ad-

Hoc committee have been contacted for member volunteers to this workgroup, as per the recommendation from the Senate Executive Committee. Don Bialostosky, Chair of the English Department volunteered from the TAFC. Items for the workgroup to address include:

1. Student Government Board work to make OMET evaluation results public.
 2. Role of OMET evaluations as a tool of evaluation of teaching in promotion.
 3. Considerations around the implementation of the online evaluation.
 4. Aligning student evaluations to measure learning.
- **ACTION:** Volunteers will be contacted for upcoming first meetings. Vice Provosts Manfredi and Sbragia agreed to serve as resources for these workgroups on ad hoc basis.

- **SEPC annual report at the Faculty Assembly** – will be January 13th 2015.

Vice-Provost updates

- Undergraduate Students
 - Vice Provost Manfredi presented the following items:
 1. Vice Provost Manfredi recently attended a meeting in Washington, DC for the Reinvention Center, an education and research center grounded in discipline based education and research. A consortium of research universities that are concerned about the expense associated with undergraduate education convened there and included six representatives from Pitt. He recounted the Boyer Report of 1995 on undergraduate education that was published in 1998 which provided the basis for higher education to shift to inquiry based learning. (See: <http://reinventioncenter.colostate.edu/>)
 2. Vice Provost Manfredi invited all members to attend the College Room Talk sponsored by the Office of the Provost at 5 pm that same day, November 17th by Alan Lesgold, Professor and Renée and Richard Goldman Dean, School of Education titled “Schooling for Co-Existence with Machine Intelligence.”
 3. Pertaining to the new Commonwealth of Pennsylvania law (PA Act 46) Of the 520 Veteran students, about 29% took advantage of the opportunity.
 - ACTION:** Based on a question pertaining to availability for “walk-in” requests to the Registrar for transcripts, it was suggested that the Registrar be asked to attend an upcoming meeting and provide a report on transcript services.

- Graduate Students
 - Vice Provost Sbragia presented the following items:
 1. Chancellor Gallagher will speak on January 14, 2015 from 5:00-6:30pm in Ballroom B of the University Club on the impact of science policy on Doctor of Philosophy students. The program is open to the public. Questions will be solicited from students in advance. The event is being sponsored by the Graduate and Professional Student Government.
 2. The Chronicle of Higher Education’s VITAE’s has made available on-line a free downloadable guidebook to assist graduate students: “The Quick and Relatively Painless Guide to Your Academic Job Search”.
<http://results.chronicle.com/JobSearchGuide?kelskyguide=VTECHEWPNJSGB>

3. Article on “Big Data” for non-“big data” users was published in the Journal Foreign Affairs in 2013 that may serve as a useful resource for faculty interested in this increasingly relevant topic. <http://www.foreignaffairs.com/articles/139104/kenneth-neil-cukier-and-viktor-mayer-schoenberger/the-rise-of-big-data>

Faculty Assembly update

- Faculty Assembly November meeting minutes: <http://univsenate.pitt.edu/sites/default/files/Nov%205%202014%20FA%20Minutes.pdf>
- The Senate’s Expanded Executive Committee met with Chancellor Patrick Gallagher on November 7th.

ACIE update

- Liaison Falcione reported the first ACIE meeting will take place on November 18th at 1:30pm. She reminded members that the Provost’s ACIE Innovation in Education 2015 Awards RFP was distributed by email on November 10th. Similarities and differences from the 2014 RFP were highlighted including a preference for large classroom technology proposals and exclusion of proposals for training programs, respectively.
- **ACTION:** Falcione will inquire and report if fellowships are excluded from submitting for Innovation in Education awards.

SEPC future planning:

December 2014: Committee members are invited to meet at 4pm on December 15th at the University Club for hors d'oeuvres and a committee social. The specific room location will be announced at a later date.

January 2015: Marc Harding, Chief Enrollment Officer to present an update on the 2014-2015 Freshman class.

February 2015: Tour at CIDDE

TBA 2015: representative from the Office of the University Registrar

Adjournment:

Meeting was adjourned by the Chair at 4:35pm

Attachment and Documents posted in SEPC Box folder

Location: SEPC recourses >> References Resources from Meetings

Link to folder: <https://pitt.box.com/s/x3d6qb24xo9sc79i2xzm>)

Documents:

¹ CIDDE Flyer

² CIDDE presentation by Cynthia Golden and CIDDE Online Learning Flyer distributed to members

³ Draft recommendation on the Expanded Course Descriptions for Student Use to the Faculty Assembly, revised

⁴ Previous SEPC drafted Course Description Template, revised