

UNIVERSITY OF PITTSBURGH
Senate Educational Policies Committee
October 28, 2013
Meeting Minutes

Present: Amy Aggelou, Bonnie Falcione, Linda Frank, Irene Frieze, Zsuzsa Horvath, Kathleen Kelly, Mary Lou Leibold, Juan Manfredi, Helen Petracchi, Nashaat Rizk, Laurel Roberts, Alberta Sbragia, Cynthia Tananis

Cynthia Golden (*Guest*)

Nuwan Perera – substitute for Thomas Jabro (UG representative)

Excused: Thomas Jabro

Call to Order: The meeting was called to order at 3:35 p.m.

Approval of Minutes:

The September meeting meetings were reviewed and approved.

CIDDE update:

Dr. Cynthia Golden, CIDDE Director, attended the meeting to provide the update on CIDDE activities and initiatives.

- ❖ Online Student Evaluation of Teaching Surveys: course surveys are fully online for Fall 2013
Faculty will see awareness campaigns, visits to Departments, media coverage (Chronicle & University Times), and targeted mailings
Students will be targeted via Pitt News, posters and digital signage
- ❖ University of Pittsburgh Testing Center is being renovated and will be used for ETS tests, computer based exams (Online Courses), Special Services (e.g. make-up exams), and DRS partnership for administering DRS tests
- ❖ CIDDE Fall Workshops & Events: sample topics from this term include:
 - Encouraging student participation
 - Facilitating Discussion in Large Lectures
 - Digital Media Tools for Teaching
 - Understanding Copyright & Fair Use Issues
 - Multimedia Teaching & Learning
 - Designing Effective Assessments** If a need or desire exists, workshops can also be brought to a department
- ❖ Fall Book Discussion: “Evidence-Based Teaching, New Directions for Teaching and Learning” November 8, from noon -1:30.
- ❖ Continued growth of Blackboard: Almost 5,000 courses are using Blackboard in Fall, 2013; 66% of faculty are using the LMS.

- ❖ Changing technology landscape: There has been an increased use of mobile devices for accessing online courses and course materials [290 logins per day in 2011 and 8510 logins per day in 2013]. CIDDE implemented a number of iPad and tablet projects in 2012-13; and more faculty are using tablets in the classroom. Analytics show increase in the numbers of CIDDE Web Resources with *Student Resources* and the *TA Handbook* being used most frequently.
- ❖ MOOCs at Pitt: Five courses were listed for the initial pilot which was announced in September, 2013. Thus far, 4 out of the 5 courses have launched and the assessment of the courses is in progress. CIDDE is currently looking at various aspects of the data with respect to demand and completion rates, demographics of the users, and the pedagogical strategies that are being used.

The committee discussed several issues with Dr. Golden on the topic of course evaluation and peer evaluation processes specifically. A number of suggestions were made, one of which was for CIDDE to consider developing a set of resources for peer evaluators. The Dental School has a course evaluation process that is in the process of being revised. Dr. Horvath has shared the current policy with the committee (see attached).

Old Business:

The course summary form was discussed again based on the request of students that they have more information about courses before self-enrollment. The discussion today centered on the fact that a mechanism exists for Course Descriptions to be posted for each class. The recommendation was made that we utilize this existing structure and, as needed, add links to course syllabi and/or links to Department's home page. We will discuss feasibility and implementation with the Registrar's office.

New Business:

The Dietrich School of Arts & Sciences is in the process of developing guidelines on the use of undergraduates as 'Course Assistants'. The use of Undergraduates in UG courses already exists but there are not formal guidelines/procedures in place. The SEPC will discuss this further.

Vice Provost updates:

Vice-Provost Manfredi:

The 2nd annual Assessment Conference will take place on Friday, January 31st. The keynote speaker will be Dr. Carl Wieman, Professor of Physics from Stanford University, and a 2001 Nobel Prize winner in Physics. Dr. Wieman will be discussing STEM education.

The University submitted its annual Institutional Profile as part of the Middle States Commission on Higher Education reporting requirements.

Vice Provost Sbragia:

The Versatile PhD site now has the STEM resources available, in addition to the existing resources in the Humanities & Social Sciences. Versatile PhD aims to help students who have received their PhD find non-academic jobs in a tight market for faculty positions and post-doctoral posts. SEPC members were asked to explore the site.

Larry Feick will be stepping down as Senior Director of International Programs & Director of the University Center for International Studies. A formal search process for his replacement will begin soon.

The University of Pittsburgh recently purchased a license to use advanced anti-plagiarism software from the company iThenticate. It allows researchers to “quickly upload, check and examine documents” before they are submitted to grant agencies or for publication. This software is being made available for use by University faculty and staff for both research and academic purposes. Consistent with terms of the license, individual accounts are necessary for each user of the software. The Office of Research is prepared to establish these accounts for each prospective user. A web based sign-up form has been created and can be found on the Office of Research website at: <http://www.pitt.edu/~offres/>. The form has a contact person named in case there are questions about account set-up. More information about the software can be found on the iThenticate website at: <http://www.ithenticate.com/>.

ACIE update: **This report was inadvertently omitted from the agenda.**

Adjournment:
Meeting was adjourned at 5:00 p.m.

Attachments: *SDM Systematic Course Evaluation Policy*