Undergraduate Working Group Meeting Minutes
November 22, 2016 - 8:30 a.m. – 10:00 a.m.
Student Commons Building – SC1401

Attendees:
Linda Brooker (temporary chair), Maryam Darbeheshti, Sarah Fields, Patrick Fink, Nimol Hen, Karin Hunter-Byrd, Ian Jutsum, Mary Lovit, Kate Miller, Carol Morton, Alicia Roybal, Kevin Seeber, Kate Seppala, Brittany Simonson, David Steward, Jon Wilson, Mary Baitinger (recorder)

1. Consultative Item – Linda Brooker: Texting Students

Introduction: Would texting students be an option, since they are not reading read e-mails? How are other departments communicating with students?

Background: Students are not reading their e-mails for critical messages. ASAC and Starfish may have advice or practices to share with UWG.

Discussion: University rules, anecdotal practices and observations regarding texting were shared among the attendees, including: Legal issues, FERPA, students opting in or out, the Graduate School’s use of a texting feature (Slate) that could potentially work for undergraduates, sending general text messages (nothing can be personal or specific), students are selectively reading e-mails and should be learning how to manage them (practice for a professional job environment), and how much communication to push out (especially during orientation periods). Some processes that could encourage students to participate include phoning the night before (currently practiced in ASAC), using social media platforms, e-mails from academic advisors, having a single sign-on for the portal and Canvas and e-mail (message out to students that CANVAS is not their official email), students linking their university e-mail address to push messages into another e-mail address, and paper post cards (other campus surveys suggest students are excited to receive regular U.S. mail – perhaps we consider postcards).

Next Steps: Mary Lovit and other UWG attendees are part of another working group focusing on similar communication issues. They will convey these perspectives to them. Future agenda item may need to include an update from Ashley Cooper on the status of Starfish in relationship to texting to avoid many different systems being used across campus.

2. Consultative Item – Patrick Fink: Change of Major Form
**Introduction:** Since there is no campus-wide Change of Major Form, can CU Denver design a system or set of procedures that would facilitate undergraduates to complete this process?

**Background:** At the universities where Patrick worked, they had a universal, campus-wide Change of Major form from the Registrar’s Office. When he typed “Change of Major” into the CU Denver website, numerous links appeared from different departments, with the Office of International Students having the most aligned form to what he believed students would be looking for.

**Discussion:** The group shared that the correct name for the form is Intra-university Transfer (IUT), created by the Registrar’s office. It allows students to add a second degree if needed or allows them to change schools and/or colleges. There are differences between changing a degree (changing between schools and colleges), changing a major and adding a second major. Currently forms to change majors have been created by each specific school/college. By having the department or college advise and process the paperwork with the student, the process allows degree audits to be completed more efficiently. Finding middle ground and transforming the current system into one form for all changes to assist both students and schools and colleges should be strongly considered. Recommendations that should be incorporated include: Strong IT processes for flow of data; fields on an electronic form that students can populate from particular majors and sub-majors; emphasize that students can request to change a major but ultimately, it is up to the department or college to allow it; a website presence of clear steps and the Registrar’s role in the process; and renaming the actual form itself.

**Next Steps:** Since no one at the meeting represented the Registrar’s Office, Sarah Fields, who is a member of the Chancellor’s Office Advising Action Task Force working group, will bring this information to that task force, who are also working on a unified form and process for dropping and withdrawing.

3. **Consultative Item** – David Steward: Disruptive Student Policy

**Introduction:** How can the proposed policy be improved before moving forward to adoption?

**Background:** Dave was asked to create a Student Classroom and Course-Related Behavior for the CU Denver Downtown Campus. He went historically back through existing documentation and also similar documents currently being used in Boulder and Colorado Springs.
**Discussion:** The Disruptive Student Policy was provided prior to the UWG meeting and also handed out. Feedback from the group included: The policy should empower instructors, and the wording in it has done so; the definition of “disruption” and “disruption of learning” is strong. Question remains as to where will this document live to allow instructors that are onboarding and those currently teaching easy access? This document could also be included in student handbooks, so they are aware of the policy as well; the document should also apply in lab spaces as well and any place where learning is occurring; and how does this document translate to online classes?

**Next Steps:** Any comments or suggestions regarding the Disruptive Student Policy should be forwarded to Dave.

**4. Informational Item –** David Steward: Classroom Note Sharing Websites

**Introduction:** Note sharing websites are creating questions. Dave’s handout, sent prior to the UWG meeting and provided to the group, provides more clarity on the subject.

**Background:** Dave’s office has received inquiries about class notes being posted online and students potentially paying membership fees to access them. According to the CU legal department, students can publish notes and have full right to sell them. However, they cannot use Canvas or CU e-mail or any CU-based technology for personal gain.

**Discussion:** To block this kind of action occurring in Canvas, it was suggested the currently available Academic Honesty Module be added to all courses as all courses are to be in CANVAS, have students review the rules and agree to follow them. In Canvas Community (Commons), instructors can take a brief course of how to load this onto their page or ask the CU Online team for help. Instructor conversations about cheating and dishonesty are important to have with students and instructors may consider adding a note about this on their syllabus. Other test-taking tools that prevent cheating, such as Lockdown Browser and Proctorio, were also discussed.

**Next Steps:** Any comments or suggestions regarding Classroom Note Sharing Websites should be forwarded to Dave.

**General Announcements:** Corey Edwards has been hired in OIT as the Student Success Technology Pro. He will be the point person for OIT, and users can relay information back to him of what forms and technologies are working or not throughout the campus system and reach out to him for any assistance needed.
Next UWG Meeting: Tuesday, January 24, 2017 – 8:30-10:00 a.m. – SC1401
Undergraduate Working Group Agenda Item Submission Form

1. Is the issue you bring (please circle/highlight one number): 1) consultative; 2) informational.

2. If consultative, could you please state the issue as a question to the group (or as a decision under deliberation that would benefit from consultation)?

3. If informational, could you please state the issue in 3-10 words? Could this be delivered via 1) e-mail or 2) as a printed announcement at the end of the UWG agenda?

4. To which people, units, or offices does this issue most pertain (who should we especially invite to attend the meeting where this issue is discussed)?

5. What’s the immediacy factor on this? (circle/highlight one number): 1) high priority and/or short deadline; 2) medium priority and/or medium deadline; 3) low priority and/or no big hurry.