

In attendance: Brad Hinson (chair), Charles Musiba, Crystal Gasell (OIT), Jiban Khuntia (vice chair), Lorrie Evans, Troy Butler (secretary), Storm Gloor, Sharon Grant, Mary Guy, Sheard Goodwin, Maryam Darbeheshti

Agenda

- **Fall 2021 Planning** – FA has asked LETTS to review and comment on this document. These are proposed plans only. One item of interest is that CETL proposes hiring instructional designers to effectively replace the role of ODE in digital course development. Please find some time to review and annotate this document, so we may discuss when we meet on Fri Feb. 19th.
- **Zoom Cloud Changes** (OIT) – cloud recordings now live up to 120 days before removal (up from 30 days)
- **Knowmia Changes** (OIT) – Techsmith has announced that Knowmia is being discontinued. The search for a suitable replacement begins ASAP.
- **8 Week Courses** – Update – there is no requirement for digital courses to use the 8 week format. That is regarded as legacy detail from the former ODE. The new normal is that scheduling resides with the program, as it should.
- **Procurement Project** – I've chatted with a few folks about LETTS pursuit of ethics criteria for technology procurement, etc. I'd like to keep this a priority.
- **Accessibility Project** – crossovers with the Disabilities Committee (DisC)
- **Coded Bias** - I have asked the Auraria Library to license a cop for the campus, so we may potentially promote and host a watch-party. I believe this will drive our procurement and accessibility projects, and aligns with diversity, equity, and inclusion. Signs look good. I'd like to be able to say this is made possible by LETTS and the Auraria Library.

Minutes

- Brad will craft a response to the proposal on Fall 2021 course recommendations for us to first review before sending to faculty assembly. The proposal and a list of some of the issues to discuss in the response are:

https://olucdenver.sharepoint.com/:w/s/LETTS/EZFaRaigen1DgYeN5nUA_0ABTTntxDpg3uiHJQXRMqoiA?e=QEPoq5

- There are significant personnel and organizational changes proposed; changes that reside under the Provost and a forthcoming Executive Director of Digital Education. Shouldn't we wait for these new leaders and their input? Their vision and direction?
- Proposed is an 8-week cohort model. There is no rationale or data as to why. Shouldn't scheduling reside at the program/curriculum level, with faculty?

- Proposed are a number of content-tracks for these cohorts (Creativity Track, Diversity Track, Society Track). Unsure how these course sequences interface with degree plans and sub-plans?
- Within these content-tracks, it is assumed a number of core courses will be offered in a hybrid 8-week format - ENGL, MATH, PMUS, BIO, etc. Again, has this been coordinated at the program level?
- Proposed hiring 5 Instructional Designers to implement all of the above - reporting to CETL and housing in the new building.
- Proposed is establishing a central testing/proctoring center to focus on cheating prevention/concerns of online students. This has negative assumptions about pedagogy, assessment, and digital students. Should faculty focus on better assessment techniques than student policing? Locations proposed, but no detail on costs or organizational structure.

- Procurement. Discussions are ongoing involving the process of technology procurement and the roles of accessibility, ethics, and inclusivity.
 - The procurement office is willing to incorporate criteria we want, but we need to come up with the criteria.
 - We need to have experts that evaluate the answers to the criteria questions asked of vendors.

- Zoom cloud recordings are now for 120 (through a semester) instead of the original 30. If you want to keep them longer, export them out and import them elsewhere.

- Techsmith has decided to no longer have Knowmia. Still will be doing Camtasis and Snagit, but are getting out of the cloud meeting business.