FACULTY SENATE MEETING // MINUTES
14 SEPTEMBER 2017 // TANGEMAN 400

3:30 // Call to Order

Called to order by Sally Moomaw, Chair, 3:31pm

3:30 // Approval of the Agenda

Any objections to order of Agenda being different? Hearing none, proceed as is

3:33 // Approval of the minutes from the August 17, 2017 meeting

Motion – Rich Miller – Second – Approved

3:35 // Report of the Faculty Chair - Sally Moomaw

*Chair’s Report can be found at end of minutes*

Enrollment note

Life of the Mind Lecture Series, 14 November 3-5pm, 407 Teachers College
    Special thanks to Larry Johnson
    Nominations due to Melissa Norris by Sept 22

Open Access Publishing

Investiture – Oct 20
    Faculty and students invited 3-5pm on McMicken Commons

Vice Provost for eLearning – On campus presentation
    3 finalists – Lisa Jones on 9/18 Poonam Kumar 9/20

Suds & Solidarity sponsored by AAUP, October 5, 5-8pm, Rhinegeist,
    please RSVP to Stephanie.Spanja@uc.edu

Important Dates
    Commencement – December 8

College Policy Information Needed – Senators please send to Sally Moomaw:
    -Decanal Review Policy
    -College Bylaws
    -Unit Bylaws
    -Faculty Handbooks

Adjunct Faculty Info Needed – College and Unit Level
    -Does your college have an orientation for part-time fac?
- What is the pay scale for adjunct faculty?
- Does your college or unit have a handbook for adjunct faculty?
- What is the eval process for adjunct faculty?
- Are there departmental policies?

3:45 // Nominations for University and Faculty Senate Committees
Tamika Odum – nominations are open
University Graduate Council – graduate faculty only
   - Nate Hillary Perez (via Carol Wheeler Strother)
University Research Council – Phys Science or Eng only
   - no nominations
FS Budget and Priorities Committee
   - Bob Faaborg
FS Human Relations Committee – 2 positions open
   - no nominations
FS Research and Scholarship Committee
   - Jenny Doctor

Motion to close nominations by Sally Moomaw – approved at 3:53pm

4:00 // President of the University - Neville Pinto

Apology for network crash on first day of class, due to smoke in main server room
5,400 new students at Uptown, 44,738 all together, only state institution in Ohio that showed an increase in enrollment

26 avg ACT, 18% of incoming scored 30 and above on ACT, quality matters, focus on experiential-based learning is extremely valid, 70 National Merit and National Hispanic Merit Scholars

Biggest Change – Provost Position now open, Kristi Nelson stepping in as Interim

Peter Landgren as President of UC Foundation, also as VP for Development, reporting to President, to forge complete alignment of University and Foundation

Visit of Chancellor of Education John Carey’s recent visit

Federal Level – DACA concerns for student status, UC has reached out to our Senators (met Sherrod Brown last week to speak about importance of estb status of DACA students) Univ Presidents came together to submit letter to reestablish some form of DACA program to allow opportunity for students.

Concern about priority regarding Facilities and Administration Grants for research – good signs that it will be supported

NIAH funding should continue
First increase in PELL grants in over a decade (by $100) moving in right direction

Inclusivity – modest increase in TRIO program for undergrad minority students

Faculty Award Nominations are now open! Two awards have October 6th, most Dec 4th.

Filled positions of UCRI (Univ of Cincinnati Research Institute) Chief Innovation Officer for the University. Needed alignment and cross reporting to President. David Adams is the new Chief Innovation Officer.

Update to come regarding Provostal Search Committee

Anniversaries - CCM for 100 Years and UCBA for 50 years, Allied Health Sciences 20 years

Q-Title ix in regard to DeVos recent actions A-very early, not sure how it will play out but we will never lose sight that student safety and security comes first. Sexual Assault will never be acceptable.

Q-UCRI person reporting to President…reason this was set up was to keep things separate to allow for more freedom and less issues regarding opportunities A-facilitates collab with industry, we’ve asked those questions and it should be fine. Gov board still has sufficient independence

Q-Should Faculty Senate be doing anything further to help with DACA? A-almost uniform support for DACA. Hopeful for outcome we want.

4:20 // Old Business

- College governance workshops

  Cynthia Ris – variety of workshops available through AAUP, let Cynthia or Stephanie Spanja know if there is interest in these types of workshops. Senators are asked to have discussions with their faculty.

4:30 // New Business

- Learning Management System: Blackboard Retention Policy – Cynthia Ris and Greg Lloyd

  Handing out BB Retention Policy hard copy (also emailed to all Senators)

  *see attached

  Proposing in BB keep current academic year and 3 years past active. After that things are archived to cold storage. (7 years unless an extention is requested)

  Only difference you’ll see in Spring term year 4...that is when you won’t see those older courses. You can request an extension. If not, will be archived to cold storage in Summer. Dates and details to come once policy is implemented.

  Ask for Senators to take this to their colleges in attempt to gather any questions or concerns to Cynthia by September 28th.

  Q-what about when we transition to a new LMS? A-most are transferrable, some parts may not be able to fully roll over.
Q-marking of shared courses, in other institutions these used to be clearly marked. Seems like it was something we could do, why not here? Would like to suggest that, especially due to archiving. Why don’t our courses explicitly state the term and year instead of the code? A-settings at top right corner, setting that says ‘group courses by term’

Q-clarify, example of a course created outside of catalyst? A-course shells or test courses. A metacourse would be archived off.

Q-training, are you envisioning options for training? A-on demand in the knowledge base as well as in-person, possibly back to school and end of term.

……………………

Provost’s Office would like to release a statement requesting that faculty members refrain from penalizing students from missing first day of classes.

Anyone opposed – No ‘Requesting’ states that faculty members still have final say.

4:45 // Report of the AAUP President - Ron Jones

Suds and Solidarity – bring a guest, rsvp. Social event!

Bill on the horizon to reduce number of sick hours that can be bargained – keeping an eye on it

Go to national AAUP website to review the statement, careful about outside pressure that has caused action against faculty and higher ed. AAUP trying to organize meeting with Pres and Provost to get University to publish something that that protects their faculty.

https://www.aaup.org/media-release/taking-stand-against-harassment-part-broader-threat-higher-education#.WbrstpOGPR0

4:50 // Report of the Undergraduate Student Government Association - Bashir Emlemdi

no report given

4:55 // Report of the Graduate Student Government Association - Arunkumar Muthusamy

Worked to improve communication – one email to all 11,000 grad students to help inform about work of GSGA

“New” Fee – International Students fee ($250ish) for services that maintain their presence at the University. Might be student pushback on this...

Printing Services Issues – very poor communication about the new system. Took away the $10 free prints/month. Who was providing that money? Critical part is new system is 1 year contract, prices students are now paying is the same as last year, so that is good...it was a messy transition.

Q-Do International Students pay International Student and Student Fee? A-Yes. Has not been communicated to students…
Good afternoon and welcome.

- Enrollment – At Faculty Senate Bootcamp, Caroline Miller, Vice Provost for Enrollment Management, reported total student enrollment at just over 45,000. This represents a 22% growth rate over the past 10 years.

- Life of the Mind Lecture Series – Life of the Mind is a lecture series sponsored by the UC Libraries, UC Faculty Senate, and the offices of the Provost and President. The purpose is to highlight the research and scholarship of UC faculty. Each lecture in the series features one faculty member presenting his or her work in concert with a prescribed theme. A panel of three faculty members from various disciplines then responds. This fall’s Life of the Mind will occur on November 14, 407 Teacher’s College, 3:00 – 5:00 PM and center around the theme of truth. Esteemed faculty from all disciplines are encouraged to apply. Nominations are due by September 22.

- Open Access Publishing – Academic publishing is undergoing a rapid change in modeling. In order to be at the forefront of the movement toward Open Access publishing, as Chair of the Faculty, and in conjunction with the UC Libraries, I have organized a committee to discuss policies and make recommendations to the university. The committee had its initial meeting on August 29 and decided to focus initially on textbook affordability. Key issues that committee identified were:
  - Academic freedom and textbook adoption
  - The importance of having faculty on the committee that is negotiating the Book Store contract
  - Content availability across platforms
  - Data privacy, including university partners and their partners
  - Faculty proprietary information

- Presidential Investiture – President Pinto’s investiture will be Friday, October 20, 2017, 9:30 a.m. to 5 p.m. It will therefore be tied to Homecoming weekend. Faculty and
students are invited to celebrate with food and festivities 3:00 – 5:00 on McMicken Commons.

- **Vice Provost for eLearning – Candidate visits to campus**
  - Lisa Jones on Monday, 9/18, 1:30-2:30pm in 160 Teacher Dyer College
  - Poonam Kumar on Wednesday, 9/20, 1:30-2:30pm in 400A TUC

- **Suds and Solidarity – Not a meet; just a fun get-together for faculty**
  - Sponsored by AAUP
  - 5pm – 8pm
  - Rhinegeist – 1910 Elm St.
  - Food will be provided
  - RSVP to Stephanie Spanja (stephanie.spanja@uc.edu)

- **December commencement - Commencement for Autumn Semester graduates will be December 8. Faculty are encouraged to participate. Our presence at this important event means a great deal to students. Faculty can rent regalia at no charge; the rental fee is currently covered by the Commencement office. Important dates for regalia rental are:**
  - Regalia Rental Site Open on 9/11/17
  - Regalia Rental Site Closes on 10/6/17
  - Pick-up will begin on 12/4/17
  - Return begins 12/11/17

- **College Policy information needed – In conjunction with our conversation regarding shared governance at the college level, which we began at Bootcamp, Senate needs your help in collecting the following information:**
  - Decanal Review Policy
  - College bylaws
  - Unit bylaws
  - Faculty handbooks

  Please send this information to me.

- **Adjunct information needed – Senate Cabinet has begun to discuss some of the issues regarding part-time faculty that were raised last May by the part-time faculty survey and report delivered to Senate. We need help from you in gathering the following information from your Associate Deans:**
  - Does your college have an orientation for part-time faculty?
  - What is the pay scale for adjunct faculty in your college?
  - Does your college or unit have a handbook for adjunct faculty?
  - What is the evaluation process for adjunct faculty?
  - Are there departmental policies for part-time faculty?

  You can also send this information to me.

This concludes my report.

Respectfully submitted,

Sally Moomaw
Background
Blackboard, UC’s Learning Management System (LMS), presently contains courses that date back to 2001. Since the system is storing so much historical data, it is becoming more difficult to maintain the high performance that our students, faculty, and staff have become accustomed to when working within the LMS. The future performance of the system can be preserved by removing old courses from Blackboard. This will allow the LMS database to use less storage, decrease its index sizes, and use shared content space—functionally, this means that the operating system will perform more efficiently and be able to find and load files at a faster rate.

Policy
UC’s IT department, IT@UC, will be responsible for maintaining the present academic year’s courses plus the three prior academic years within the LMS. This results in the system containing four academic years’ worth of data from official university courses. This policy does not impact courses or organizations that were created outside the UC registration system, Catalyst.

During each spring semester, IT@UC technicians will notify faculty that the most distant year of courses (the oldest) on the LMS are going to be removed by a certain deadline. Unless notified to the contrary by faculty, IT@UC technicians will disable those oldest courses once the deadline has passed.

Faculty will have the ability to request that their courses be left intact on the system by emailing a one-year extension request by the deadline to the IT@UC service desk with the specific course IDs listed. This request will preserve the courses until such time as faculty give permission for the courses’ removal or until the next deadline, whichever is earlier. Faculty will need to apply for any and all subsequent extensions. A unit head may request the extension on behalf of a faculty member. Colleges or units that are required to keep records for longer than four years may ask for an exemption to the policy in order to extend the course retention schedule to the number of years required. This exemption may remain active for as long as the requirements are in effect.

Until courses are archived in the summer, faculty can request access to disabled courses by requesting that IT@UC technicians re-enable the courses. That feature is possible until the course is archived.

During each summer semester, IT@UC technicians will archive each course prior to removal from the system. Archiving these courses will permit faculty at a later date to have access to them if necessary. Once archived, the courses can safely be removed from the system.

Summary
Courses older than four years in Blackboard will be removed from the system during summer semester every academic year. Upon receiving notification during spring term, the primary instructor of record, or a unit head on a faculty member’s behalf, may file a one-year extension request by contacting IT@UC as directed. Units required to retain...
courses for longer than four years may file an exemption to extend the number of years retained. Until the courses are archived, disabled courses can be re-enabled if needed. Once archived, courses can be accessed if necessary.

FAQ
Q. Will my sandbox course, organizations, or any other course that is not for credit be subject to this policy?
A. No. Courses that were created outside of the student information system, i.e., Catalyst, will be left as they are in Blackboard. These course will continue to be maintained in Blackboard as they are today.

Q. Will I need to send in an extension request every year or does my request last for more than one year?
A. You will need to send in your request every year as these requests are only valid for one year.

Q. How do I export or archive my course content before my course is removed from Blackboard?
A. You can use the following link to the KB that details how to export/archive course content: https://kb.uc.edu/KBArticles/Blackboard-CourseExportArchive.aspx

Q. Where can I securely store my archive or export package?
A. You can store these packages in UC Box at uc.box.com. If you use your University Box account you can store an unlimited amount of courses due to the agreement the institution has with Box.

Q. How do I setup and use my UC Box account?
A. You can use the following link to a KB article that details how to configure your Box account in step 5: https://kb.uc.edu/KBArticles/UCBox-FAQs.aspx

Q. Where should I store my course content in UC Box?
A. You should store course exports & archives in the “Restricted Data” section of Box. This folder is meant to contain any restricted data that you might have and should not be shared with others. If you need assistance with using Box at UC you can following the following URL to the UC Box guide: https://kb.uc.edu/KBArticles/ucbox-userguide.aspx

Q. Will I be able to upload my course archive or export content into the LMSs that UC is considering as a replacement to UC?
A. Both systems that UC is evaluating can import content from Blackboard at the present time. However, as time goes on and both products continue to evolve, this functionality could be taken away. There is the risk that any courses that have been archived or stored will, at some point, no longer be available in whole or in part due to technical changes. IT@UC will do what it can to inform faculty of any changes that are foreseen and to assist in providing information on saving course content.

Q. How would I restore data that I have archived or exported?
A. This data can be restored by following the steps below in your destination course:
1. Select “Import Package / View Logs” under the Packages and Utilities section within the control panel.
2. Select import package.
3. Select the file you would like to import.
4. Select the type of data you would like to import from the package.
5. Select Submit.

Q. If I'm still concerned that I won't be able to retrieve some of my courses in the future, what should I do?
A: IT@UC will continue to add new Knowledge Base articles and videos to assist not only with archiving and importing courses, but other ways to save course content from Bb courses. This will include working with other units to provide open labs and workshops as faculty needs are identified.

DRAFT