University of Washington
Faculty Council on Teaching and Learning
February 2nd, 2017
10:30am – noon
Gerberding 26

Meeting Synopsis:

1.   Call to Order
2.   Review of the Minutes from January 5th, 2017
3.   Information Item – David Masuda
4.   Participation Request: UW Lifelong Learning Award Committee – Dan Turner on behalf of Rovy Branon
5.   Class C Resolution Concerning General Assignment Classroom Assignment - Fred Bookstein
6.   AWS App for Canvas – Tom Lewis
7.   Canvas Security Policy – Ann Nagel & Tom Lewis
8.   Working Group Updates
9.   Good of the Order
10.   Adjourn

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1)   Call to Order

Turner called the meeting to order at 10:30 a.m.

2)   Review of the Minutes from January 5th, 2017

The minutes from January 5th, 2017 were approved as written.

3)   Information Item – David Masuda

Masuda, recent recipient of the UW "Distinguished Teaching Award for Innovation with Technology," demonstrated some of the technologies he employs in his teaching for both online and in-class course sessions. He noted every piece of equipment he uses to conduct use of the various technologies can be fit into a single midsize backpack. Masuda showed a list to council members of the equipment, tools, software, and applications he regularly uses in his teaching.

   Favorite tools

Masuda began showing some of the tools and formats he uses to teach online courses. He exhibited how he integrates video of himself speaking into course syllabi, simplifies student discussion via student-made videos in Canvas (videos can be created and shared directly through Canvas), and utilizes applications like Poll Everywhere to add another level of engagement to course lectures and discussions. He demonstrated Poll Everywhere by having council members respond to a poll on their mobile devices showing the location of their high school on a projected world map.

Masuda noted one of his favorite tools is the ability to draw on what is being displayed with a stylus via a handwriting application called Doceri. Additionally, he uses a rubber band called Padlette on his tablet that makes it much easier to hold and operate a tablet during sessions.

Providing assessment and feedback

Masuda noted he often uses Dragon Speech Recognition Software or Audacity to provide assessment of student coursework. He demonstrated how the technology can immediately translate his speech to written text. He noted by using this method (rather than typing up assessment/feedback), he can provide ten times the amount of feedback for student work with half the effort. He noted the main intention of using technology like this is to save time. Masuda noted he also uses ZOOM software to conduct online real-time interfacing with students.

Questions

A member asked about the use of Poll Everywhere in course sessions. Masuda explained one of his uses for Poll Everywhere is to conduct exercises wherein students are shown a question with multiple answer options. The options are designed to be contentious in order to lead to different answers and thus result in debate/discussion. Poll Everywhere can also be used to encourage engagement from more timid students who might not feel as uncomfortable posting responses online versus speaking in front of classmates.

A council member noted in her experience, not all classroom technology works as intended all of the time. Masuda agreed and noted an instructor using technology in a course needs to conduct ample testing first, check out the room where the technology will be used beforehand, and always have backups (even backup devices) when possible.

The council thanked Masuda for sharing information on his strategies for using technology in teaching.

4)   Participation Request: UW Lifelong Learning Award Committee – Dan Turner on behalf of Rovy Branon

Turner explained a committee is being formed to nominate the recipient of the UW Lifelong Learning Award. He asked if any members would be willing to serve on the committee. McGough noted she is willing to serve.

5)   Class C Resolution Concerning General Assignment Classroom Assignment - Fred Bookstein

Bookstein brought up the draft "Class C resolution on General Assignment Classrooms" forwarded to the faculty senate by the Faculty Council on University Facilities and Services (FCUFS) and discussed in the recent (January) faculty senate meeting. The Class C resolution encourages university administration to "identify and protect building sites at least three designated parcels of land in the core of the central part of the Seattle Campus and similarly functional sites at other campuses for future classroom buildings to satisfy long-term needs for general assignment classroom seating," potentially by way of the Campus Master Plan. Bookstein noted this might be an opportunity for the FCTL to interface and

collaborate with FCUFS if the council is interested in broadening the discussion of the role of general assignment classrooms. Bookstein noted the faculty senate did not approve the resolution.

There was some discussion of a pending decision to alter the course/room scheduling model at the UW. The potential change came after an outside assessment concluded the UW could utilize its general assignment classrooms more efficiently via an altered room scheduling system.

6)   AWS App for Canvas – Tom Lewis

Tom Lewis (Director, Academic Experience Design & Delivery, UW-IT) explained there is a new Canvas widget in development that would allow UW faculty to list their course materials along with links enabling those materials to be purchased directly from Amazon. The feature would enable students to identify and purchase course materials directly through Canvas. Lewis asked the council for feedback on the potential new widget. The main benefit of the tool was noted to be convenience, and it also provides cost information directly to students.

A few members remarked that they exclusively use e-texts in their courses available to borrow from various campus libraries. Another member appreciated the practicality of the potential tool, though noted she would not feel comfortable directly linking her students to one company's page, and so would not support it.

It was clarified there would be a 4% total sales take from all purchases (through the tool) that would come back to the university, which could be used to support UW students (i.e. through the Husky Promise).

One member commented it seems like the university would be supporting direct competition with its own bookstore via this tool, while another member noted Amazon is already in direct competition with the bookstore.

After discussion, the council generally did not support use of the application.

7)   Canvas Security Policy – Ann Nagel & Tom Lewis

Lewis and Ann Nagel (Director and Associate Chief Information Security Officer, Office of the Chief Information Security Officer) explained over the last three years, there have been approximately 17,000 technology tool integrations over several hundred applications linking to UW Canvas. While most of these integrations are harmless (a link to YouTube, for example), the process of using third party tools means vendor usage agreements are often agreed to. The nature of Canvas as an open platform makes these integrations possible, which is often a benefit to students and faculty. However, questions have arisen over security of information given the many application integrations and third party user agreements. Lewis noted a group of Research 1 institutions are currently grappling with the issue.

A Data Security and Privacy Agreement (DSPA) has been developed in response to the concerns, which vendors will be required to sign before doing business with the university (Exhibit 1). Lewis noted essentially, UW-IT wants to shut off access to those vendors who do not sign the agreement to protect UW faculty, staff, and students. Lewis noted some faculty may be upset about the policy, as those

vendors who do not agree with the DSPA will not be available for use by the UW community. The existing UW-IT policy on the matter was also shown (Exhibit 2).

Members recommended publicizing the concerns widely to the campus community. One member noted he believes any course that uses Canvas should have an overt disclaimer about the privacy of student data while using Canvas. There was an idea to create a module on the topic within Canvas Commons. Lewis noted a communication plan relating to students is a part of the overall initiative. It was noted expediency is a main issue relating to informing those who may be at risk of insecure data.

After discussion, an endorsement was given by the council to go ahead with the exhibited Data Security and Privacy Agreement.

8) Working Group Updates

Diversity- and Equity-Informed Pedagogies – Amanda Hornby

Hornby explained the subcommittee recently changed the focus of their work. They proposed that the entire FCTL address the topic of diversity and equity-informed pedagogies. She brought up several resources that might be generated/disseminated to faculty on the matter, and noted perhaps a Class C resolution could be drafted and forwarded.

Turner noted it does fall within the purview of the council, though bandwidth of the remaining FCTL meetings might be considered. He noted he likes the idea of redirecting the effort to be council-focused.

Cataloging Assessment and Improvement of Teaching & Learning Across Colleges – Tom Halverson

Halverson noted they have conducted half a dozen interviews, and found that many faculty have no knowledge of a standard assessment for teaching and learning in their college/department. Additionally, the subcommittee found there to be no college-level standard assessment of teaching and learning, though there is a belief some larger departments do have standard assessment techniques.

Teaching and Learning Effectiveness for Part-Time Lecturers – Timea Tihanyi

Tihanyi noted the subcommittee has the intention of identifying how many part-time lecturers at the university, and the most common professional profile of these people. There is a huge range on how many part-time lecturers are hired at the UW per year. The subcommittee is trying to find out the needs of these faculty relating to their teaching portfolio and future goals. She noted the subcommittee now has contact information for a large group of UW part-time lecturers, and are designing a survey on the topic to be sent widely to them. She noted she would report back as the survey evolves.

Teaching Effectiveness – Ellen McGough

The subcommittee continues to work on providing a resource-list across three campuses for faculty. This list is being developed on three levels: department, college, and navigation within academic tool MyUW.

9) Good of the Order

Nothing was stated for the good of the order.

10) Adjourn

Turner adjourned the meeting at noon.
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Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present:	**Faculty:** David Masuda, Ellen McGough, Jennifer Taggart, Dan Turner (chair), Kimberlee Gillis-Bridges, Timea Tihanyi, Fred Bookstein, Amy Howells, Mark Zachry, Thomas Halverson
	Ex-officio reps: Amanda Hornby, Maria Zontine
	President's designee: LeAnne Jones Wiles
	Guests: Tom Lewis, Christine Sugatan
Absent:	**Faculty:** Kathleen Peterson
	Ex-officio reps: Alexandra Walls, Meixi Ng

Exhibits

Exhibit 1 – draftDSPA.pdf
Exhibit 2 – Existing UW-IT policy.pdf

Canvas Privacy Issues

LTI Integration with Third-party Vendors

Account-level or sub-account level integration *with* a contract
UW-IT must currently execute the integration, and for a subaccount-level integration, requests copy of the contract and/or Data Security and Privacy Agreement (DSPA) before doing so.

Account-level or sub-account level integration *without* a contract
In this circumstance, an instructor or school/college/department requests integration, typically with a publisher's software; or, the instructor can simply perform the integration herself at the course level. There is no contract or scope of work, as the instructor simply adopts the book, students purchase it, and the online tools/LTI integration comes along with it. Instructors frequently have been using the publisher's system already, and are asking for the integration with Canvas for ease-of-use for students (sign on with UW NetID), and efficiency for themselves (sync scores into the Canvas gradebook, for example). We currently send the DSPA to the company, and sometimes they sign it as is, sometimes they request revisions, sometimes the request is dropped.

Recommendations:
- Disable ability for individuals to do their own LTI integrations.
- Whitelist harmless LTI integrations.
- Use natural language version of a standard agreement with third-party vendor.
- Create a "program" for vendor applications and use the agreement and DSPA to enroll them in the program.
- Turn off all vendor applications that are not it the "program".

Developer Tokens

Canvas account-level admins (UW-IT staff) can provide developer tokens to individuals or entities on request who wish to develop an integration with Canvas that relies on an OAuth workflow. In this situation, the integrated application asks the student/teacher to grant authorization to the third-party app on first access. The third-party app then has access to that user's Canvas data, and can act in Canvas as if they were the user.

UW-IT currently has no documented criteria, policy, or process for handling such requests. We have granted a developer token to PollEverywhere for its Canvas integration, for example, but we have a contract and DSPA with the vendor. We have had requests from iSchool faculty, who develop their own teaching/learning applications and want to integrate them into Canvas to use with the course that they teach.

Recommendations:
- Use natural language version of a standard agreement with third-party vendor.
- Create a "program" for vendor applications and use the agreement and DSPA to enroll them in the program.
- Turn off all vendor applications that are not it the "program".

Third-party and Vendor Integrations with Canvas

Canvas supports LTI (Learning Tools Interoperability®), a standard that makes it possible to integrate third-party or vendor tools with your Canvas course, or enhance the course with other Web applications and Internet resources. The Canvas App Center offers a set of LTI tools that have been reviewed and approved by UW-IT for use in your courses. Learn more about the Canvas App Center.

Additional LTI tools can be added to courses or to college or department sub-accounts in Canvas. Since LTI integrations with Canvas can send data, such as student identifying information and student grade data, to third-party systems, it is critical to ensure that any data shared with third-party systems via Canvas be done so securely and in accordance with University policies to preserve ownership of the data, safeguard confidentiality and integrity, and protect students rights under FERPA.

UW-IT requires that any third-party integration with Canvas that exchanges student data to have a contractual agreement with the vendor that includes a signed data security agreement. The data security agreement should provide that:

- University data will not be disclosed except to employees or agents of the company with legitimate need in performance of their duties, or specifically identified third parties such as subcontractors.
- Use, storage, and access to University data be performed with sound professional practices.
- Safeguards be implemented to ensure the confidentiality and integrity of data.

Individual instructors who add LTI tools to their Canvas course are advised to do so only under the above circumstances. Instructors are encouraged to provide students with information about how to get assistance with any LTI tools used in a course.

Departments or colleges that want to add a vendor LTI tool in their sub-account in Canvas must be able to verify that

- The LTI tool will work when added only to a sub-account in Canvas (and not at the root account level), so that only the college or department courses will have access to the vendor system.
- The college or department has a signed data security agreement that meets the criteria outlined above.

UW-IT can consult with a department or college to ensure the above conditions are satisfactorily met. Contact help@uw.edu to request a consultation.

UW-IT will configure LTI tools at the root level only where a campus-wide contract and data security agreement are in place.

Please note that UW-IT cannot provide support for third-party tools available through Canvas. Although we are dedicated to ensuring an optimal experience using the Canvas LMS, the third-party tools that Canvas makes available are too numerous for us to adequately support. If you or your students experience difficulty using any of these tools, please use the contact information associated with the particular tool, and advise your students to do the same.

Exhibit 2

- For UW-produced applications, review application behavior and log application activity to provide audit trail.

API Access Tokens

Canvas has a robust Application Programming Interface (API) that makes it a great platform for development and integration. Any user can request an API access token, which gives them access to the API to view any data or take any actions that their role is authorized to. For a student or teacher, this is fairly limited by their official enrollments; however, users who have an admin authorization at a sub-account level have quite broad access to the API. As this is a native Canvas function we have no record or visibility into who has accessed the API and for what purpose.

Prior to developer tokens being available as a feature in Canvas, we had requests for API access for application integration. We supported this through the use of application NetIDs. The application NetID is created, provisioned as a user in Canvas, authorized with a specific role through ASTRA (API Access read/write, or API access read-only), and then the developer logs in to Canvas to generate an API access token as the application NetID user.

Recommendations:
- Leave in place individual API access tokens,
- Use natural language version of a standard agreement with third-party vendor.
- Create a "program" for vendor applications and use the agreement and DSPA to enroll them in the program.
- Turn off all vendor applications that are not it the "program".