University of Washington
Faculty Council on Educational Technology
Thursday, January 10, 2008
240G Gerberding Hall

Chair Kaminsky called the meeting to order at 2:35 p.m.

Meeting Synopsis

1. Approve Agenda
2. Approve Minutes
3. Chair's Announcements
   a. Preparation of Mini-Conference on Plagiarism
4. Open Announcements
5. Old Business
   a. Information Material for New Students
   b. Webcams
6. New Business
   a. Report to SEC on Council Activities 07/08
7. News from Catalyst, Libraries, etc.
   a. CommonView Presentation

1. Agenda –Approved

2. December 12, 2007 Minutes – Approved

3. Chair's Announcements

- *Preparation of Mini-Conference on Plagiarism*

  o Kaminsky updates the committee on the status of the mini-conference, notes that there will be a call for participation and search for keynote speakers over the next few months, and asks for any suggestions from the committee.

  o Deshazo asks for details of the purpose of the mini-conference. Kaminsky clarifies that it will be held to identify volunteers who wish to participate in a pilot project, as well as to brainstorm and solicit feedback on how the pilot should work, whom it should report to, what kind of support will be required for participants, as well as who will provide the support. Kaminsky envisions a panel of speakers, with an open forum for discussion. Martin-Morris suggests that Gus Kravas be considered as a panel member. The committee also discusses the importance of noting the different software programs available, but not the priority of the conference, which should be focused on prevention, responsibility, as well as the integrity of assignments.

4. Open Announcements - None

5. Discussions (Old Business)

- *Information Material for New Students*

  o Schmidt reports that he surveyed fellow students and offices around campus, regarding the origins of new student information packets and their contents. Schmidt discovered that many students have not retained paper copies of this information, and that of the offices he called, most have discontinued paper distribution, in favor of websites. Schmidt will forward any new information to the committee.

  o Kaminsky asks which office the compiled new student information is distributed from, and Lewis responds that the First Year Programs oversees this, directed by Grant Kollet.

- *Webcams*

  o Kaminsky has received and integrated the comments and feedback sent by the committee, regarding the guidelines for webcam use document. Kaminsky would now like to collaborate with Catalyst regarding the next steps and proper web-placement of the guidelines, and states that he will follow up with Lewis via email.

6. **New Business**

- *Report to SEC on Council Activities*

  o The Chair of the SEC has asked all council chairs to report on expected business for the 2007-08 year. Kaminsky seeks ideas, in addition to FCET's work on plagiarism and webcams, from the committee.

  o Discussion arises about remote/distance teaching technologies, scenarios for use and current technologies in use (or available for use). It is noted that UW currently engages in many distance learning courses, and further discussion takes place regarding the appropriateness and limitations (if any) of distance learning tools to continue "business as usual" in an emergency situation.

  o Also suggested is research into what educational technology proposals are funded and prioritized by UW. Moy notes that recommendations are made primarily by ATAC, but that additional input and recommendations from FCET would be very valuable.

  o Young brings a new issue for FCET: Research Data Archiving. Young relates that the research data archiving retention schedule differs from copyrighted materials, and that the demands for at-hand materials (theses, journal publications, etc), in addition to ownership and access rules make the handling and archival of this data unique. Ideally, she would like to see UW-wide policies and guidelines regarding this issue. Additional input from the committee results in conversation regarding the appropriateness of FCET's involvement in this issue. It is decided that FCET will investigate the matter, and redirect the discussion to ATAC, if necessary.

  o Kaminsky will prepare a report of previous and future committee work for the SEC, and will present within the next few meetings.

7. **News from Catalyst, Libraries, etc.**

- *CommonView Presentation*

  o William Washington of Catalyst gave a presentation and demonstration of CommonView, a collaborative workspace tool, which is scheduled to be released following usability studies in March 2008. CommonView is being developed in response to an ATAC request, and combines common courseware space and online gradebook tools, which can be customized in view and operation to meet the needs of the user(s), based on feedback of the needs and goals of focus groups, which were conducted in January 2006. Features of CommonView are the ability to set collaborators and their access, add text, attachments, and direct links to other Catalyst tools, as well as reorder and hide/show content.

  o Kaminsky polls the committee for volunteers to test the product and provide feedback. Martin-Morris will test the features, once CommonView is available for general testing.

The meeting was adjourned at 3:35 p.m. *Minutes by Alyssa Robbins, Administrative Assistant, Computing & Communications.*

Present: *Faculty members:* Andrews, Conroy, Kaminsky, Martin-Morris
                 President's Designee: Moy
                 ASUW Representative: Schmidt
                 Ex-officio members: Deshazo, Minton, Young
                 Guests: Lewis, Washington

Absent: *Faculty members:* Efthimiadis, Hollmann, Masuda
                 Ex-officio members: Maring
                 Guests: Lane