

**University of Washington**  
**Faculty Council on Educational Technology**  
Wednesday, November 7, 2007  
36 Gerberding Hall

Chair Kaminsky called the meeting to order at 1:31 p.m.

**Meeting Synopsis**

1. Approve Agenda
2. Approve Minutes
3. Chair's Announcements
  - a. Welcome new members
4. Information:
  - a. Update on Plagiarism
  - b. UTAC: Keeping Records of Emails
5. Open Announcements
6. Discussion Topics:
  - a. Webcams
  - b. Additional topics for 2007-2008
7. News from Catalyst, Libraries, etc.

**1. Agenda –Approved**

- Alexander Hollmann added as guest.

**2. October 3, 2007 Minutes – Approved**

**3. Chair's Announcements**

- *Welcome new members*
  - Kaminsky welcomes new members Deshazo, Hollmann, and Young. Hollmann will serve on the council, pending Senate Executive Committee approval.

**4. Information**

- *Plagiarism*
  - Kaminsky brings the new members up to date on the issue, and reports of his recent meetings with John Webster, Elizabeth Feetham, and Gus Kravas, Wayne Jacobson and Clark Shores on the topic.
  - Overall interest in the project was high, and a pilot is recommended. Webster provided Kaminsky with additional people to contact for further support, and five specific points of action were agreed upon:
    - i. There is a need to confront plagiarism on campus,
    - ii. A pilot should be initiated, to see how students will accept the practice of using text-checking tools,
    - iii. Meetings with “key players” need to be arranged,
    - iv. A Code of Honor addressing cheating and plagiarism should be established (Kravas will be addressing this issue),
    - v. Advise for faculty regarding best practices and procedures [with regard to plagiarism] needs to be established.
  - Kaminsky will continue to seek out and meet with key players with an interest in the pilot project.

- *UTAC: Keeping Record of Emails*
  - Kaminsky reports that the topic of record keeping of emails was recently discussed at a UTAC (University Technology Advisory Committee) meeting. He continues that the important points of the discussion, included the need to have email records available during legal investigations (for both parties), and their subjectivity to records retention requirements.
  - Deshazo questions whether or not the same requirements and policies apply to student data [and emails]. Moy notes that student data is covered by FERPA, unless a student is acting as an officer of the University (e.g., as a TA, or member of GPSS), and that the larger issue is how to keep separate and accurate records of emails from each capacity.

## 5. Open Announcements - None

## 6. Discussions

- *Webcams*
  - Kaminsky brings the committee up to date on past discussion, and shares a draft version of guidelines for proper use of webcams on campus, which also includes a definition, benefits of use and possible obstacles. Kaminsky notes that the two largest areas of concern revolve around the consent of filmed subjects [people] and areas of restricted access or equipment.
  - The draft guidelines are discussed, and it is suggested that the definition be expanded to address “permanency” of websites, and that additional attention be paid to certain types of webcams (e.g. security cameras, videoconferencing [specifically mentioned in regards to lecture material], etc.).
  - The committee comes to agreement that “best practices” are necessary and helpful, but concerns are raised that some users may not have a webmaster or easy access to technical support. Additional concerns are raised over potential problems of taking responsibility for someone else’s equipment and their recordings (e.g. a webmaster being responsible for departmental or area webcams, or equipment running from a student or faculty page), and an emphasis on “the responsibility of the individual” is desired.
  - Kaminsky requests that suggestions and changes to the draft be emailed or presented at the next meeting.
- *Additional Topics for 2007-2008*
  - Kaminsky begins discussion on distance learning tools for faculty working remotely, and best practices thereof. Moy notes that UW Human Resources offers many guidelines for telework. Additional discussion ensues regarding the tools that are available (through Catalyst or off-campus) for distance learning instruction. Lane notes that while the Catalyst tools are primarily documentation tools (not video), for remote communication, Catalyst is working towards more collaborative tools based on feedback received.

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

- Lane announces the current survey regarding online grading, which examines which features respondents would find useful, as well as their current practices. The survey is still active, and Lane encourages the committee to pass the information along to appropriate people in their departments.

The meeting was adjourned at 2:40 p.m. *Minutes by Alyssa Robbins, Administrative Assistant, Computing & Communications.*

**Present:**            *Faculty members:* Kaminsky, Masuda  
                           *President’s Designee:* Moy  
                           *Ex-officio members:* Deshazo, Minton, Young  
                           *Guests:* Hollmann, Lane

**Absent:**            *Faculty members:* Andrews, Conroy, Efthimiadis  
                           *Ex-officio members:* Maring  
                           *Guests:* Lewis