

**University of Washington
Faculty Council on Educational Technology
December 12, 2008
36 Gerberding Hall**

Meeting Synopsis

1. Approve Agenda
2. Approve minutes from November 14th 2008
3. Chair's Announcements
 - Welcome today's guests
4. Open Announcements
5. Old Business
 - Data Retention: Guest speakers Erik Lundberg, Laboratory Director - Computer Science and Engineering and Bill Yock, Associate Vice Provost - Office of Information Services
 - Discussion and approval of new Webcam C-class legislation proposal
 - Setting up webpage with questionnaire on plagiarism tools
6. New Business
 - Date of next meeting

Chair Kaminsky called the meeting to order at 3:33 p.m.

1. Approve Agenda

The agenda was approved.

2. Approve minutes from the November 14, 2008, meeting.

The Council approved the minutes for the November 14, 2008 meeting.

3. Chair's announcements.

Chair Kaminsky welcomed guest speakers Erik Lundberg, Laboratory Director for Computer Science and Engineering and Bill Yock, Associate Vice Provost for the Office of Information Services.

4. Open Announcements.

Pertaining to the recent Senate meeting, Kaminsky identified budget and lack of resources as key issues discussed there. He said that some options were being explored in the Educational Outreach department and feels as though there is some possibility for revenue there, but no hard numbers were identified.

5. Old Business.

Data Retention: Guest Speakers Erik Lundberg, Laboratory Director for Computer Science and Engineering and Bill Yock, Associate Vice Provost for the Office of Information Services

Kaminsky stated the digital data retention should be made available in electronic form to students and faculty; however the current issue is that it is not searchable. He also identified information stamped with a date of expiration would be lost, once deleted. Guest speaker Bill Yock acknowledged that the Office of

Information Management is responsible for enterprise data warehouse and web services work. His office is currently working with the SAGE team to build out the warehouse to store research data. Additionally, Yock disclosed the fact that he is a member of a data management committee to create governance policies surrounding data retention. He is also involved in enterprise document imaging systems which could potentially image documents and retain them for a period of time. He stated that this project was in the works but nowhere near finished.

Erik Lundberg, Laboratory Director for Computer Science and Engineering stated that people generally do not want to delete data in computer sciences and engineering. However, the issue at hand is that the amount of data about to be available is going to increase tremendously. Lundberg posed the question, "How do we absorb it and how do we sort through it and make meaning of that data?" He stated that his office is gearing up to be able store data on campus in a reasonably efficient way. However, in terms of the data people produce in science and research, it will be difficult to decide which data is important enough to keep and what gets deleted.

Chair Kaminsky stated that this Committee would like to participate an advising and offering input to the Faculty Senate when needed in regards to data retention. He noted that FCET members are not experts in this field however, they *are* experts in the field of faculty. He asked the guest speakers how the FCET could help in supporting a process to make student/faculty data retention mandatory. Kaminsky stated that someone from the Committee would ask the guests for updates approximately every two months to ensure the issue stays raised with the University and not to lose sight of that goal.

Yock stated that the question is around the policy. It should be inclusive of everything, not just administrative data. The UW has designated custodians over specific areas. If policies are created to administer research data, then his office would have to assign custodians to curate the data. Yock identified the data management committee as a council FCET could approach in regards to the matter.

Lundberg identified one of the problems with research data is that it's hard to describe. The storage devices available are not relational databases, but they are amenable to scientific data. He stated that some subject area focus will need to be in place. Kaminsky noted that data generated 25 years ago would prove to be challenging. In addition to being able to retrieve the data there will need to be tools in place to make reading the data possible.

Lundberg suggested keeping the scope limited to data retention of thesis papers, and that storage of research data might be too big. Kaminsky agreed. Discussion followed surrounding other institutions dealing with the same issue.

Yock offered that the Data Management Committee has members who may support this subject and it would be a good idea to get their sponsorship. He encouraged Kaminsky to use them to champion the cause of FCET. Kaminsky added that if this committee is going to propose the retention of student data then it could get student support. If FCET could show students that data retention would be a benefit to those doing thesis and dissertation work, they may support it. He asked for a volunteer from FCET to act as a liaison to Lundberg and Yock in keeping FCET informed. Anjennette Young volunteered. Lundberg stated he would like to have a charge letter to frame the Committee's proposal. Kaminsky suggested checking back in two months regarding any action items involving faculty.

Yock pointed out that there will be a significant cost involved in developing a computing infrastructure to house the data, manage it and make it accessible. The challenge will be to get the proposal off the ground during the current economic crisis. He advised that the best way to go about it may be to "plant the seed" now to be ready for action in a couple of years. He also recommended submitting a charter to the Data Management Committee defining the needs from a policy standpoint. Yock asked for an email framing the discussion and stated that he could get it on the agenda for an upcoming DMC meeting.

Discussion and approval of new Webcam C-class legislation proposal

Chair Kaminsky stated that Sandy Moy visited the Attorney General's office to discuss the webcam policy. Discussion followed regarding approval of Class-C Webcam Legislation. Kaminsky added that since the FCET is satisfied with the proposed legislation, then perhaps Yock could take it to his Committee to gain support. There are many people waiting for the legislation to be put through, as they would like to be able to use webcams in classrooms but are not sure if they are allowed.

Setting up webpage with questionnaire on plagiarism tools

The FCET discussed various aspects of the webpage with a questionnaire on plagiarism tools. Different plagiarism detection tools were identified; some have no fees associated with them. These tools were created by students and for students. Others, such as www.turnitin.com are a pay for service site. The Council acknowledged that given the current state of the economy, there will be no funding available for this type of tool.

The Council also discussed the questionnaire form; specifically, where to store it and creation of the poll. Ownership and results were also mentioned. Kaminsky identified the point of the survey to be to create a policy so that students and faculty are encouraged to submit their work to these tools to help avoid inadvertently plagiarizing another author's work. He suggested the FCET use their webpage on the University Committees site to host the survey. FCET member Bayta Maring offered to design and maintain a poll using "web-que." Kaminsky agreed.

6. New Business.

Date of next meeting.

The council members chose January 9, 2009 at 3:30 p.m. as the next FCET meeting date. Kaminsky charged the each member with creating a two-sentence policy to bring to the next meeting that will encourage faculty and students to use plagiarism detection tools.

The meeting was adjourned at 4:49 p.m.

*Minutes by Kelly Baker, Council Support Specialist
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Present: **Faculty members:** Hollmann, Hudson, Kaminsky, Martin-Morris, Merati,
Moskal
Guest speakers: Lundberg, Yock
President's Designee: Moy
Ex-officio members: Young, Deshazo, Maring

Absent: **Faculty members:** Efthimiadis, Masuda
Ex-officio members: Minton