

University Of Washington
Faculty Council on Teaching and Learning
10:30 a.m. – 12:00 p.m., May 3, 2012
26 Gerberding Hall

Agenda:

- 1) Call to Order
 - 2) Review of FCTL April 5th minutes
 - 3) Continued discussion of Distance Learning designations and policies
 - 4) Discussion by Ed Taylor on proposed budgetary request for classrooms
 - 5) Planning for council statement to Provost on support and development of technology improvements in the classroom
 - 6) Adjournment
-

1) Call to Order

The meeting was called to order by Chair Jan Carline at 10:35 a.m.

Nana Lowell informed that partial funding was obtained for development of the interface for Online Course Evaluations, which will be piloted in autumn 2013 at the Law School and be rolled out later to other departments. The Course Evaluation Catalog (CEC)¹ was not funded from the Student Technology Fee, and its further development will be put on hold. ASUW representative Evan Smith requested that the CEC be easier to locate via MyUW, and Cara Lane, UW IT, offered to relay this request.

2) Review of FCTL April 5th minutes

Minutes from April 5th FCTL meeting were deferred due to lack of quorum.

3) Continued discussion of Distance Learning designations and policies

Deborah Wiegand, Vice Provost of Student Affairs, was reintroduced to the Council. The goal of this discussion is to get a formal suggestion from FCTL on what action to take with the Distance Learning supplemental form. Wiegand provided Council members with the Distance Learning supplement form, clarifying these forms are filled out by the departmental curriculum committee. During the last FCTL meeting, council members had discussed a list of three different possibilities:

- a) Revising the current Distance Learning form
- b) Not having a separate Distance Learning form, but having adding questions from the Distance Learning supplement added to the Course Form
- c) Not requiring a form for Distance Learning courses

¹ Online database consisting of one year of evaluations, originally funded by ASUW

Discussion followed on the content of the Distance Learning supplement form, which was characterized as outdated in terms of content delivery, as most current courses could be considered “hybrid” or “enhanced.” After questions were posed on why it is important to designate synchronous courses, this was emphasized to be primarily important to compare Distance Learning courses to equivalent in-class courses. This is determined by each school’s curriculum committee, rather than having a central decision comparing curriculum. Debate followed on how synchronous courses are defined, whether tight deadlines, or fixed times to watch courses. A suggestion was given to make online course sections a searchable field in the Course Catalog, however it was noted that such searches will be possible through the MyPlan program launching in the fall of 2013.

Conversation continued, discussing the importance of providing such information to Washington State after the Higher Education Coordination Board has been disbanded, and the impacts of federal funding requirements on distance learning courses. Course evaluations will be able to differentiate distance learning sections from in-class sections in the future, and coding differentiating such sections within the database would be helpful.

Carline summarized the Council’s perspectives. In regards to the supplemental form, it was suggested to remove the Distance Learning supplemental form, and add one or two items from the Distance Learning supplement form within the New Course form. These would consist of describing the mode of delivery for the course (how many elements of the course are Distance Learning), and whether students need to attend specific times online (synchronous or asynchronous). Also recommended, however not in related to the supplemental form, is the addition of “mode of delivery” information for course sections into the Time Schedule, and make this a searchable term.

Discussion then moved on to implementation for such changes. Brand-new courses would require a department to submit one form, and answer additional fields should Distance Learning sections be offered in a course. If adding a Distance Learning component to a course, another New Course or course change form would need to be submitted. Should these regulations need to be changed, consultation with FCAS and the Office of the Registrar would need to take place.

Carline will draft a memo to John Schaufelberger, Chair of FCAS, to recommend changes as expressed by consensus at FCTL.

4) Discussion by Ed Taylor on proposed budgetary request for classrooms

Ed Taylor was unable to make this meeting to discuss proposed budgetary requests for classroom resources.

5) Planning for council statement to Provost on support and development of technology improvements in the classroom

Carline handed out a drafted statement on Teaching and Learning Facilities at the University of Washington. He had council members form two groups to complete the following actions: 1) Review the statement, discuss issues, make recommendations, and provide him with revised copies of this

statement; 2) Groups were designated with a specific classroom type (large and small classrooms), and were requested to discuss and describe ideal scenarios for these spaces. Carline suggested putting emphasizing pedagogy rather than space.

After briefly discussing the conclusions from the groups, Carline will incorporate suggestions and determine a sense of the Council at the next meeting. These suggestions would then be forwarded as a letter to Vice Provost and Dean of Undergraduate Academic Affairs Ed Taylor and Provost Ana Mari Cauce.

6) Adjournment

The meeting was adjourned by Chair Carline at 11:58 a.m.

Minutes by Jay Freistadt, Faculty Council Support Analyst. jayf@u.washington.edu

Present: **Faculty:** Carline (Chair), Martin-Morris, Wilkes, Masuda, Salehi-Esfahani
President's Designee: Taylor
Ex-Officio Reps: Smith, Corbett, Wells
Guests: Lowell, Cara Lane, Kalikoff, Wiegand

Absent: **Faculty:** Olavarria, Zierler, Nelson, Harrison, Yeh, Elkhafaifi, Kyes
Ex-Officio Reps: Hornby, Sugatan