

Council of Associate Deans (CAD) Minutes
February 3, 2015
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Present: Tammy Aagard, Amy Blue, Joel Brendemuhl, Peggy Carr, Tom Dana, Linda Haddad, Chris Janelle, Bernard Mair, Brian Ray, Ed Schaefer, Joe Spillane, Jen Day Shaw, Andy Wehle, Nancy Waldron, Michael Weigold, and Al Wysocki

Absent: Dan Connaughton, Stephanie Hanson, Angela Lindner, David Pharies, and Marie Zeglen

Guests: Keith Carodine, Doug Johnson, David Julian, Mark Law, and Jason Storch

The meeting was called to order by Bernard Mair at 1:30 p.m.

1. Minutes from the January 6th Council of Associate Deans' Meeting

The minutes from the January meeting were approved after clarification regarding emails sent to the departments not in compliance with textbook adoption.

2. Honors Program Update – Mark Law

Classes

- Un Common read –the notice has gone out for instructors who would like to teach a one credit, single book discussion course.
- Un Common arts – there are plans for a one credit discussion uncommon arts course.
- Law asked colleges with large enrollment classes to consider making an Honor sections.

Hume Hall

Honors is collaborating with Housing to attract more Honors students to stay in Hume Hall. Law would like to see more learning in their living and learning communities.

- Floor competitions to earn the most academic and engagement points.
- Hume faculty mentors for each floor – 9 to 10 faculty mentors to volunteer time with students as part of a service assignment. The time commitment would be dinner with the floor a couple of times a month and a weekend day per semester doing a community service project. Law asked the Council for nominations of faculty members.
- Classes in Hume
- Speaker Series in the Hume Classroom – Law is speaking with the Chamber of Commerce to get community businesses and entrepreneurs involved with activities in Hume Hall. Businesses are excited about attracting these students as potential interns. Shaw indicated that non-UF employees need background checks before going to a residence hall.

Matriculation

- Honors admissions begins after UF admission decisions.
- After the students have been selected, Honors works hard on matriculation.
- Marketing of Honors and Hume opportunities to parents and students - Law would like to advertise both electronically and via print. He wants to reach out to the parents to try to attract more of the students to UF. It was suggested that the letters stress safety because families are interested in the safety of the student. Shaw will send safety talking points to Law and the Council.
- To make college specific student letters, Law asked for colleges to provide information to highlight in the letters. Since CLAS has many majors, it was suggested having different letters for the CLAS students addressing humanities, social science and STEM majors.
- Law will send colleges the names of their Honor students.

Rework Point System

In order to complete the Honors Program, students earn points by engaging in activities such as undergraduate research or writing a senior thesis.

- The point system is being revised to re-balance the points based on work load.
- The definitions of academic and engagement points are going to be clearer.
- CALS is the only college with an upper division honors requirement. If there are specific things colleges would like to encourage honors students to do, please contact Law.
- Law will circulate the current list of the categories of points.

University Honors Committee

Law would like to revive the University Honors Committee.

- Communication will be two-way. Members would advise the program and bring Honors information back to the college.
- He would like representation from all colleges. Non-academic units are also welcome. Names should be sent to him.

3. Canvas – Keith Carodine

Office of Student Life (OSL) is responsible for monitoring the academic progress for all UF student athletes. The current process is a reactive model. In order for the OSL staff to help student athletes who are having difficulties in classes, OSL wanted a more proactive model that provided timely information about upcoming assignments and dates of quizzes. Canvas would allow the academic support staff to have observer access to courses and obtain real time information. As we move to more online courses, Canvas will become a more valuable tool to track students. OSL views this more than just an athletic early intervention tool, but a university early intervention tool. OSL would like endorsement from the Council.

Jason Storch explained that OSL currently sends out writable PDF form requests to faculty in weeks 5, 8 and 12 with the hope that the instructors will return the form. This past fall, OSL received its highest response rate of 70%. The issue with the current system is information is received too late. In Canvas, faculty can go to a secure site to upload information which advisors can get instantly and have an opportunity to get students the help needed to succeed in the course. It was noted that the OSL advisors can only see the students who are assigned to them. Therefore, privacy is not an issue because student athletes have to sign the Buckley waiver at the beginning of the term.

Doug Johnson works on the course management system and demonstrated Canvas for the Council. He stressed that observers cannot see data associated with any student in the course that the observer is not attached to. He explained once a quiz has been completed, the student cannot view the quiz unless the instructor has enabled that feature. The instructor can also enable access to view the answers. These features are enabled independently. If enabled, the observer may also view the quiz questions and answers. However, an observer cannot view a student taking the test.

Discussion:

- There is concern about FERPA violations if an observer can view discussions of all the students in a course. It was suggested that the UAA consult with the General Counsel's Office.

- It was asked why the observer needs so much access. It was explained that Canvas is a retention program that allows UF to be proactive. If advisors wait until the student gets a zero on an exam, then it is too late to help the student.
- Faculty will be concerned and there will be pushback with giving access to observers.
- Limit the observer access to current grades, syllabus, upcoming assignments and discussions, if the student turned the assignment in or participated in the discussion, and log in stats to know if the student is engaging in the course.
- To get more buy in, it was recommended giving access to the least amount of information needed to do the job. There should also be a clear statement from OSL about what information the observer may ever take from a course.
- Mair would like the Council to take the information back to department faculty.
- Several agreed that the observer role is a good idea and are willing to endorse Canvas if there is clear and timely notification to instructors with a clear and timely opt-out provision.
- OSL does not need access to the discussion stream.
- Observers can also view a student's uploaded documents.
- Carr cannot vote on the discussion issue because it is uncertain if the observer role gives access to the whole discussion. The discussion stream is the issue.

The Council approved the motion to limit OSL access to the syllabus, grades, and due dates for discussions, assignments, quizzes and tests. It was also agreed that a letter should be sent to the course instructors explaining the role of these "observers" and providing an opt-out option. Carodine will send Mair a draft to circulate to the Council for their approval.

4. Student Affairs Update – Jen Day Shaw

- Career Showcase is February 3rd and 4th from 9am to 3pm at the O'Connell Center.
- There was a memorial service yesterday for the first Innovation Academy student to pass away.
- Staff changes – Dr. Ernesto Escoto, Director of the Counseling and Wellness Center will start on June 1st. Assistant Provost Kim Pace will be joining Student Affairs on February 16th as Assistant Vice President for Student Affairs.
- The food pantry is expected to open around April.
- There have been three deaths in the Alachua County schools over the past couple of months. Two of the deaths have been from suicide. The third death is also believed to be a suicide. There is a crisis team between UF, SFC, and Alachua county schools.

5. Other Items

- Copies of the Financial Aid fact book was provided by Aagard.
- Pathways to Campus Enrollment (PaCE)
 - Aagard also provided a FAQ handout about PaCE. The FAQ is online, but she can also send it electronically so advisors will have it as questions come up.
 - Up to 5,000 FTIC students may possibly be offered the PaCE option because UF does not have space for them on campus.
 - Because students who indicated undecided or exploratory on their freshman application will be offered the PaCE option, Spillane asked colleges to send contact information of someone who would be able to advise students interested in majors outside of CLAS.

Meeting adjourned 3:07p.m.