

Faculty Users of SmartSite – Meeting Minutes
November 4, 2011

Attendees

Thomas Amsler, IET / SmartSite programmer
Liz Applegate, Nutrition faculty
Antonella Bass, French & Italian faculty
Rosemary Capps, CETL academic developer
Dan Comins, Academic Technology Services (ATS) instructional designer
Steve Faith, ATS trainer
Andy Jones, ATS academic associate director
Heiner Lieth, Plant Sciences faculty
Paul Salitsky, Exercise Biology & NPB faculty
Fernando Soccorro, ATS trainer
Mary Stewart, ATS graduate student

Provost Hybrid Course Award *(presented by Rosemary Capps, academic developer for the Center for Excellence in Teaching and Learning)*

- We want to take advantage of SmartSite and other instructional technology teaching tools, and to support this the Provost has funded the Provost Hybrid Course Award. The goal is to promote development of hybrid courses (this means 1.5 hours of face-to-face time, and online activities fulfill the other 1.5 hours).
- The fund of \$50,000 will be divided between four faculty members (\$12,500 each). The funding can be applied to grad student support or ATS support. This program will allow us to develop four courses per year at a steady pace.
- We want to make sure faculty, departments, and administration have a stake in the courses, so we've asked that each department pitches in some kind of contribution – this can be summer stipend, course release, monetary, etc. The goal is to make sure the department is invested in the course's development.
 - o Will this affect your workload? This depends on your department – we hope they'll give you a course release or summer stipend.
 - Question is how to keep the quality up, and the workload issue is significant. Creating an online course is like creating a textbook in your field.
 - o We have limited funds from the provost and we want them to go as far as possible; having the departments help out will be better for you so we wanted to set that expectation. We hope your departments will value your time and want to contribute.
 - o It is possible to have your proposal accepted without departmental buy-in, but preference will go to faculty with support from department.
- Letter of intent due Nov 10; Formal proposal due Dec 15; Award will be announced in January 2012; Course will be delivered in January 2013.
 - o Rosemary will provide feedback on the letter of intent so you can strengthen your proposal.

- Courses will go through a course approval process prior to delivery.
 - o Review Board – two senate faculty, one federation faculty, one ATS rep, one CETL rep, one growth planning committee rep, one graduate student.
- The ideal would be to redesign large undergraduate courses into hybrid format (100+), but this isn't required. You can propose for smaller courses or for graduate courses.
- We will have a faculty peer-design course so faculty can collaborate – although only four awards will be given, anyone can attend this course and learn how to develop a hybrid course.
 - o This will be a hybrid course, starting mid-February and ending at the beginning of April. It will meet four times over nine weeks, and meet online for the rest of the weeks.
 - o People will have courses ready to submit for senate approval before the course is offered in January 2013.
- Email Rosemary (rcapps@ucdavis.edu) if you have questions. You can also go to website for more information: <http://cetl.ucdavis.edu/grants/phca/>

Profile One to Profile Two Shift

- We're thinking about investing time and resources of ATS to work on making photos of students available to faculty by talking to the Registrar to get student ID pictures automatically uploaded to SmartSite's profile tool.
- What do the faculty think about this?
 - o The group generally agreed that this would be useful, especially when it comes to grading papers. It will also be helpful when finding students who are asking for reference letters after they've graduated.
- An alternative is that faculty can ask students to upload their own photos, but you can't assure that all students will do this, especially in large classes where this is needed for exams.

Introducing Dan Comins – new instructional designer at ATS

- 75% of his time will be devoted to the Online Instruction Pilot Project.
 - o 6 UCD faculty are taking courses and moving them to online format. 36 faculty are also participating at other campuses.
 - o The long-term plan is to open these courses beyond UC system (people serving abroad, international students, etc)
- Dan will help faculty navigate the waters of how to take their in-class lecture courses and find a good way to transfer them online.
- He's different from a tech guy because he will help faculty take available tools and use them to instruct – more about pedagogy. Part of this is motivating students in a self-starter environment.
- People like Dan are helpful not just for online or hybrid courses, but for using technology in traditional classroom environments, as well.

The Wheel (wheel.ucdavis.edu)

- Instructional technology blog to help faculty feel connected and have better access to help files.
- Each of the pie pieces links to entries that talk about ways technology can support faculty at UCD: Educational Technology innovations, Faculty Users of SmartSite, Social Media, Profiles, Text Documentation, In-Person Briefings, Audio & Video Briefings.
- It's a way of personalizing what we do at ATS and reaching out to faculty – also a way to highlight and celebrate the work that faculty are doing with SS and with other instructional technology.

Steve and Fernando's Thoughts on Gradebook

- After midterms, people often ask how to enter information into the gradebook (importing scantron info, info from spreadsheets and other sources, etc.).
 - o Trainers have been giving workshops on this, and are working on ways to make the wizard clearer.
- People also wonder how to release information to the students.
 - o We've color-coded things to help with this (blue means released to students; black means students can't see it but it's counting toward grade in course; gray means students cannot see it and its not counting toward the grade; green means extra credit)
- If you have superscript with -1 or -2, it shows that you're dropping one or two of the lowest grades within that category (i.e., you have a "homework" category with eight assignments)
- Can release grades by gradebook, by category, or by item.
- If you have questions about what students see, click on the student's name and you'll see what they see.
 - o We're working to make the student-view have the same color coding that the faculty see.

Questions from Faculty

Faculty had several questions about the gradebook that were answered by the technology trainers and the programmer. Below are a few of the helpful hints that came out of this discussion:

- If you right-click on the cell in the gradebook, you can select "view history" and see who has done what and when. This is helpful when you have multiple people editing the same gradebook.
- If you import new grades it will reset the release flag. This is there to make sure new grades are not released automatically, but it also means you need to reset the flag after every import.
- The next release of Sakai will let you collapse parts of the gradebook which will let you see more on your screen.
- Right now, max storage on SmartSite is 2G. You can upload through web browser at a rate of 120 MB at a time; if you use web dav you can increase this rate to 2 G at a time.

- If you need more space (like for videos), you can store them somewhere else – could contact ATS' video group and they will put it on a dedicated server and send you a URL. (They use limelight.)
- You can also use Adobe Connect.
- Or you can use commercial storage spaces, like YouTube or Dropbox.