

UTK Faculty Senate Executive Council

Committee Reports and Updates for April 5, 2021

Appeals

- No report

Athletics

- No report

Benefits and Professional Development Committee

Our committee began the year by working with the Center for Career Development to develop a form for Handshake that faculty/staff in need of childcare can use to connect to students seeking part-time or occasional employment. We also worked to answer and address faculty questions/concerns related to COVID-19. Currently, we are waiting to see what optional amendments the State decides to make to the 2020 and 2021 FSA plans that are allowed based on the Government Stimulus Bill that was passed in December. Depending on what the State decides, we could write a resolution. We are also working with the Student Counseling Center to provide information to faculty and possibly create an optional training on KATE related to handling students with a mental illness or students experiencing a mental health crisis.

Budget and Planning

- No report

Diversity and Inclusion Committee

- No report

Faculty Affairs

Faculty Affairs Committee

The committee met on Monday March 8, 2021 with minutes posted

at: <http://senate.utk.edu/wp-content/uploads/sites/16/2021/03/Faculty-Affairs-Minutes-3-8-2021.pdf> A summary of recent committee activities includes:

1. Working with Vice Provost Diane Kelly on the following *UTK-UTIA Faculty Handbook* issues:
 - Monitoring progress by the Office of General Counsel to implement changes approved by the Senate in November 2020.
 - For the April 6th Senate meeting Vice Provost Kelly will present additional changes to the handbook as a result of UT Board of Trustee policies enacted in December.
 - Helping to support gender neutral editing of the *UTK-UTIA Faculty Handbook* for a project to be completed this summer.
2. Conducted a meeting with Lisa Yamagata-Lynch, University Ombudsperson to look at policies that may need to be amended based on issues monitored by her office.

3. For our April 6th meeting the committee has invited Rachel Caldwell with the Faculty Senate Library & Information Technology Committee to present a white paper “Crediting Faculty for Open, Public Access to Research and Scholarship as Outreach Service in APPR” to encourage department bylaws language that reward these forms of engaged research.

Graduate Council

- The February 18, 2021, Graduate Council Minutes were approved electronically by Graduate Council on March 12, 2021. The Graduate Council Minutes TRACE link is https://trace.tennessee.edu/utk_gcminutes/.

Library and Technology

Library and IT Committee *MEETING MINUTES*

January 19, 2021

Zoom

Attendees: Rachel Caldwell,* Robin Bedenbaugh,* Michelle Brannen,* Mark Collins,* Jean Derco, Karen Franck,* Jennifer Gramling, Asafa Jalata,* Kinley Koontz,* Jacob Latham,* Scott Mackenzie,* Dean Mitseas,* Joel Reeves, Rob Spirko,* Dan Wang,* Teresa Walker (Bold indicates present, * indicates voting member)

1. Welcome:
 - Rachel Caldwell welcomed everyone to the meeting.
 - The meeting began at 4:03pm. Members introduced themselves (new student representative attending).
 - Associate Dean Teresa Walker will be attending in place of Dean of Libraries, Steven Smith, for remainder of semester.
2. Approve Minutes
 - The minutes from the November and January Library and IT Committee meeting will be voted on during the February 2021 L&IT meeting.
3. Old Business
 - Revisit Goals
 - i. Since it is the start of the semester, we will revisit goals from last semester. Please share any comments on how we are doing.
 - ii. Focus on improving integration services with online classes.
 - iii. Mark Collins said that he believes the current approach worked well in the Fall and doesn't see a reason to change it.
 - iv. Michelle Brannen said that the Committee could go back to the spreadsheet that contains the other Committees' goals and have a discussion about potential ways we could interact with them.
 - v. Several Senate committees' goals were incomplete on the Senate site. We should revisit, update our spreadsheet, then reach out to the committees whose goals are not posted.

- vi. This will be added to the agenda for February.
- White Paper
 - i. Rachel Caldwell and Michelle Brannen are working with Faculty Affairs to introduce the white paper on open, public access as service to Senate. Draft document [here](#).
 - ii. Faculty Affairs Committee is reviewing the handbook as well as departmental documentation on APPR. This is a good time to ask departments and leadership about including this service as another option for publishing or archiving.
 - iii. This was presented by Michelle Brannen and Rachel Caldwell to the Chair of Faculty Affairs Committee last semester.
 - iv. Michelle Brannen and Rachel Caldwell have been asked to attend the Faculty Affairs Committee meeting in February.
 - v. There have been a number of concerns related to some faculty fearing this would be punitive. Questions will be addressed at the upcoming February meeting.
 - vi. Faculty Affairs may benefit to hear from individuals who feel this is important and the reasons why sharing research with the public is a good thing.
 - vii. If anyone in this committee feel strongly about open access archiving and the benefit it can bring to researchers, please contact Rachel Caldwell or Michelle Brannen.
- Panopto
 - i. Jacob Latham asked if any questions have arisen in regard to Panopto. Joel Reeves said he has not heard of any issues or complaints related to Panopto thus far.
 - ii. Dean Mitseas asked if there are resources for instructors to teach them how to utilize Panopto. Joel said that there are workshops that are offered. See website at <https://oit.utk.edu/news/new-lecture-capture-system-panopto/>.
 - iii. Dean Mitseas asked if there is place instructors can go to learn how to integrate all the different software types with Canvas? Joel Reeves said that there are approximately 30 different products that are integrated into Canvas. Typically, it is per user needs and most users need a specific set of instructions. Joel Reeves will look for a list all the software that is offered and share with this group. (The Canvas Integration list is [here](#).)
 - iv. Rachel Caldwell provided the following link that can be useful <https://teaching.utk.edu/>. Joel Reeves provided the following link that can also be useful <https://oit.utk.edu/instructional/strategies/creating-online-lectures/lecture-capture-tools/>
- Proctoring Software

- i. Purchasing is still negotiating for the best and final price with Proctorio.
 - ii. Proctorio will replace Respondus Monitor Lockdown Browser.
 - iii. Rachel Caldwell asked if Joel Reeves believes there will be any pushback on Proctorio since proctoring software has recently been in the news related to privacy concerns. Joel said he does not believe so because there has been a statewide group to evaluate Proctorio and they believe it is the best on the market at this time.
 - iv. Mark Collins asked if there is a chance that we will be able to use something in addition to or in place of Respondus this semester. Joel Reeves said that he is unable to answer that at this time.
 - v. Mark Collins mention the charge of Piazza in Canvas. Teresa Walker said that it is being used in Algebra and some other courses. Joel Reeves will look into this and provide additional information at the next meeting.
- Survey Software
 - i. Joel Reeves asked if anyone has a favorite survey software. Mark Collins said that he prefers Qualtrics. Joel Reeves said that he gives Qualtrics his full support as long as their pricing stays reasonable.
 - ii. Josh Price is leading that RFP. There is a statewide group looking into this as well.
- Zoom Pro
 - i. Joel Reeves said that Zoom Pro is now enterprise wide. All faculty and students now have Zoom Pro.
 - ii. This was not offered automatically to staff. If a staff member needs Zoom Pro, they can call the HelpDesk to request that.
 - iii. Rob Spirko asked what is the advantage of students having Zoom Pro? Joel Reeves said that Zoom doesn't really charge for us for the student licenses.
 - iv. Teresa Walker said that students have been using Zoom Pro for collaborating and hosting study groups.
 - v. Michelle Brannen said that students can also save an unlimited number of recordings.
 - vi. Dean Mitseas said that he was able to utilize Zoom for team projects and meetings with instructors. Having the ability to call and set up study groups has been a wonderful tool.
- Email Updates (Gmail, Forwarding Policy, Retention Policy, External Email Notices, Retired and Alumni Email Accounts, Etc.)
 - i. Joel Reeves is asking for feedback on a draft policy provided [here](#). This is currently being discussed by the Systemwide Chief Business Officers. Joel Reeves will send to the Chair of L&IT once it is approved.

- ii. There are approximately 400-500 people who have been able to use institutional Gmail organically (moving from student to staff/faculty positions), but it has not been an option we have offered otherwise until recently.
 - iii. For the retention policy, the retention period for terminated staff would be 30 days rather than a year as risk management measure. A request for two 30-day retention periods can be requested. A notification would be sent out informing the user that their email is going to expire.
 - iv. In regard to forwarding emails, UT business emails and student information should not be forwarded to .com email addresses.
 - v. The external email tag showing that emails were coming outside of a University will no longer be displayed. Putting that tag in the body of the email is technically tampering with the email itself. This has caused some issues with the Gmail integration.
 - vi. Retirees and Alumni may be moved to a separate domain. There is some value in doing so from a risk management and licensing perspective.
 - vii. Jacob Latham asked why individuals want to change to Gmail? Joel Reeves said they some prefer Gmail so that all their emails are in the same place or they like Gmail's interface. This allows controls to be put in place when forwarding emails.
- Performance reviews
 - i. Joel Reeves asked for any feedback positive or negative in regard to the online employee/staff performance reviews. Changes will be minimized right now, but when this employee performance review cycle is complete, we will address the feedback received for the next cycle.
 - ii. Rachel Caldwell asked if there will be a survey sent. Joel said that he the online performance reviews is already written around policy, but he doesn't believe there will be a survey.
 - iii. Instructions will be sent out for questions that have already been mentioned.
 - iv. The five primary categories on the summary review page will change in 2022 to reflect diversity and inclusivity as a primary goal.
 - v. Staff members have reported that it took them approximately 1/3 of the time to complete the performance review from prior years.

4. Adjournment

- Rachel Caldwell adjourned the meeting at 4:52pm.
- The next L&IT Committee meeting is scheduled for February 16, 2021 at 4:00.

Minutes submitted by Mary Mebine

Library and IT Committee *MEETING MINUTES*

November 17, 2020

Zoom

Attendees: **Rachel Caldwell**,* **Robin Bedenbaugh**,* **Michelle Brannen**,* **Mark Collins**,* Jean Derco, **Karen Franck**,* **Jenifer Gramling**, Asafa Jalata,* **Kinley Koontz**,* **Jacob Latham**,* **Scott Mackenzie**,* **Holly Mercer**, Dean Mitseas,* **Joel Reeves**, Rob Spirko,* **Dan Wang***
(**Bold indicates present**, * indicates voting member)

Presenters: **Adam Brimer**, **Rachael Stanley**

5. Welcome

- Rachel Caldwell welcomed everyone to the meeting. The meeting began at 4:04pm.
- Kinley Koontz, a junior studying Biomedical Engineering Monitoring and Social Entrepreneurship has joined the committee. She is also a member of SGA as the Engineering Senator Representative.

6. Approve Minutes: The minutes from the October meeting were approved by the quorum.

7. Old Business

- Gmail for faculty and related policies from OIT (Joel Reeves)
 - i. Draft document [here](#).
 - ii. Joel Reeves is asking for feedback on the draft provided.
 - iii. Emails will be locked after the termination of employment. A notification will be sent out with a specified time period.
 - iv. Locking an email account doesn't mean it has been deleted.
 - v. Mark Collins and Jacob Latham agree that in the event of ongoing research, an exception should be provided for email retention.
 - vi. Michelle Brannen would like information on email forwarding related to professional accounts with dual appointments to cover ORNL and the Medical Center.
- Open, public access as service white paper. (Rachel Caldwell)
 - i. Draft document [here](#).
 - ii. This is not a policy or a requirement, but it is a strong recommendation for colleges to consider giving credit to faculty in the APPR for these additional efforts.
 - iii. There is not a vote just want to see if it is ready to be shared. Mark Collins and Karen Franck volunteered to review and comment at a later date.
 - iv. Caldwell and Brannen have reached out to Senate Faculty Affairs Committee about this. The chair, Beauvais Lyons, will bring it to the committee in the near future.

8. New Business:

- Panopto Demo- Adam Brimer, Rachael Stanley

- i. Panopto is a cloud-based service that allows users to record, share, review and edit video captures from their desktop, laptop or mobile phones.
- ii. Panopto will replace MediaSite on January 1, 2021.
- iii. Any MediaSite links you have will need to be switched over to Panopto links. If you need assistance, please let us know.
- iv. Panopto will be ready for classes to start on January 20, 2021. Training will be available on December 14, 2020. Sign up for training at <https://tiny.utk.edu/panoptoworkshop>
- v. You can automatically convert Zoom recordings to your Panopto folder. You can also add other inputs such a document camera or video sources you have plugged into your camera.
- vi. Mediasite content is being transferred to Panopto, but it may be a few weeks before it is all transferred.
- vii. Benefits and features: This page went live on October 14, 2020. This page will give you the basic overview of everything Panopto does.
- viii. You can have Q&A build into the presentation. Quizzes built into prerecorded presentations.
- ix. Panopto allows you to sort and manage all of your recordings.
- x. Please visit <https://oit.utk.edu/panopto> and begin to sign up for the workshops once they are available.
- xi. Canvas: A Panopto demo was done through Canvas.
- xii. Panopto desktop recorder can be used while using power point in Canvas.
- xiii. Web Interface- Not everyone will see the web interface. Most users will utilize Panopto through Canvas.
- xiv. There is a mobile app for Panopto. You can record and upload form your phone and view content.
- xv. For additional questions please email Adam Brimer at abriner@utk.edu.

9. Adjournment:

- Rachel Caldwell adjourned the meeting at 5:10pm.
- The next L&IT Committee meeting is scheduled for December 15, 2020 at 4:00.

Minutes submitted by Mary Mebine

Nominations and Appointments

- No report

Non-Tenure Track Issues Committee

- No report

Research Council

- All minutes from Research Council meetings can be found here:
<https://researchcouncil.utk.edu/minutes/>

Teaching and Learning Council

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Undergraduate Council

- The UG Minutes of 2/23/2021 can be found here:
 - UGC TRACE page: [Undergraduate Council Meeting Minutes | Office of the Provost | University of Tennessee, Knoxville](#)
 - Download from: "[Undergraduate Council Minutes of Meeting February 23, 2021](#)" (tennessee.edu)

University System Relations Committee

- Update from Systems Chair, David Patterson: I am calling a meeting of our committee on April 12th at 3:30 EDT. The focus of the meeting will be to review our goals for the year and to update the committee on the work of the University Faculty Council. While I do not know of her availability, I will invite Dr. Stacey Patterson, Vice-President for Research, Outreach, and Economic Development to join us for a portion of the meeting.
- Here's a Zoom link for the meeting. <https://tennessee.zoom.us/j/98497973595>