Rollins College

Rollins Scholarship Online

College of Liberal Arts Minutes and Reports

8-15-2020

Minutes, Curriculum Committee Meeting, Tuesday, August 18, 2020

Curriculum Committee

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Curriculum Committee Meeting Agenda
Date: August 18, 2020
Location: WebEx room

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Voting members:
☒ Martina Vidovic (Chair)
☒ Valerie Summet
☒ Brendaliz Santiago-
Narvaez (secretary)
☒ Mark Heileman
☒ Caitlin Mohr
☒ Gloria Cook
☒ Steven Schoen
☒ Brian Mosby
☒ Sarah Parsloe
☒ Rochelle Elva
☒ Kyle Bennett

Non-voting members:
☒ Ashley Kistler
☒ Stephanie Henning
☒ Rob Sanders

Guests:
☒ Mae Fitchett
☒ Toni Holbrook
☒ Tiffany Griffin
☒ Steve Booker
☒ Gabriel Barreneche
Janette Smith was also in
attendance*

Agenda
Schedule remains the same. We will be meeting virtually for the fall.

1. **Approve minutes from the meeting on June 25, 2020**
   Approved by : *Sarah, Gloria and Mark*
2. **New business**
   a. New Syllabus Statements – Gabriel Barreneche and Ashley Kistler

Gabriel: We want to guarantee students have <u>acknowledged and read</u> policies on the information we want them to know about. We present statements for faculty to include in their syllabi. We forwarded the new statements. 1. What can we do now? 2. Long term- what can we do for Spring to make it a better process? Where do these live?

Ashley: In the list of new statements- we don't have fall 2020 attendance policy , it has already been approved. This statement is included with the new statements we will send faculty.

Gloria- Appreciate the new edits. :" recording without permission"" wipe down desks", "no eating and drinking". This would defeat the purpose of the mask . Also, students do not want to turn on video. To actively engage with students I would like for us to include something for students to be present in the online classroom, using audio and visual devices. Is that something you might consider?

 Gabriel: There is nothing that pleases everybody, we need to consider bandwidth issues, turning off camera for that reason. We want to be equitable. Faculty discretion.

Mae(chat) - some don't turn on visual b/c they do have health issues or other family/personal interruptions.

Ashley: I would not favor requiring students to turn cameras on as it exposes students in a way that many are not comfortable with. Many are uncomfortable showing their homes or family situations.

Gloria- for teachers like me I need to see fingers ion the keyboard. Is that appropriate because it is part of my lesson?

Gabriel- it is because it is part of your learning goals.

Ashley- Professors cannot require students to turn on camera. Pedagogically it may be needed- acting, dancing. *Ashley* will look into it, pedagogical exceptions for movement based classes. We can also ask students to angle their camera.

Sarah- As an alternative, could suggest that students upload an image of themselves for their Webex profile, so at least we aren't talking to initials!

<u>*Sarah* shared in chat the following:</u>
Webex/Microsoft Teams Guidelines:

•   Keep your background in mind. If possible, avoid attending digital class while in bed/laying down so that you are mentally prepared to learn

•   Keep your clothing in mind. Wear a shirt, please 😉

•   Avoid using the chat to talk with classmates about topics that are unrelated to the class materials

•   Minimize extra open tabs/apps to avoid distractions during class time

•   If possible, keep your video on. This will help me and your classmates to engage with you and will also encourage you to remain engaged throughout class. If this is not possible for you because of bandwidth or other issues, please add a picture of yourself as the icon for your Webex presence. Talking to your initials is super strange for your professors!

Valerie- I would include dress code expectations on camera. Also we need to get away from technology in the policy (recording statement) recording of class sessions are prohibited without accommodation or instructor consent. We should take the <u>Web Ex</u> part out- too narrow.

Ashley- we could change…

Valerie- recording class period (either virtual or in person)

Steve S. requiring students on camera…. They could use blurring feature to blur out background…. Bandwidth is the main issue with having them on camera.

Valerie- cannot get away from the bandwidth issue.

Gabriel- in your particular class you can request that. As a professor you can request specifics on how they can participate. You can strongly encourage that.

Rochelle- I am wondering about the language around recording. Students with accommodations, can they record me without me knowing?

Gabriel- If they have accommodations- you will be notified. They are bound by code of conduct.

Rochelle- I had a student login but not participate at all in the class. Not even responding to questions addressed to them.

Gabriel- This is based on how you have determined your participation rubric. Faculty should have other ways of assessing participation in the class. You can grade it accordingly.

Caitlin(chat)- Have we considered including language about pictures as well? Or does this fall into the general umbrella of "recording"?

Mae(chat)- some will be at work while doing virtual instruction, hence the video off….

Valerie- We have these policies, they are a "wall of text" for the policies we have in place for this semester with COVID 19 guidelines.. maybe this is my personal preference. I find that very skim-able and easy to miss things in . The in-person class experience, almost seems to need highlighting- make it less "wall of text" .

Rochelle (chat)- What about presenting as FAQs.

Sarah- bullet pointing will help, we could repurpose to draw visual attention to these things, infographic, drawing visual attention. We might in Canvas create a module for COVID 19 Policies. All faculty can access and shared. They can put at the top of their canvas sites. This addresses all things.

Gabriel- agree on highlighting and bulleting- so that it is not a wall of text.

Ashley- depends on how it is delivered for the course, on the first day of class. We have policies for faculty.

Martina- in regards to the following sentence- " If the class meets outside this time, the professor should work with the student to make accommodations, which could include one-on-one meetings, providing class recordings, or alternate assignments". This makes it sound like the faculty MUST meet with students one on one. This would be very time consuming. How are faculty accommodating student requests?

Change the wording suggestion by Martina " If the class meets outside this time, the professor should provide reasonable accommodations" ...

Sarah- " "reasonable accommodations" is the language of ADA"

Gabriel- change language to the student should request reasonable accommodations?

Kyle- it should be on the professor, there is *a* power differential, it is the colleges responsibility to assist the student at this time. It's the colleges responsibility to provide the service.

Martina- we already asking the faculty to do a lot, a student cannot come in and ask for one on one – a whole lecture? This is not a reasonable accommodation for anyone.

Ashley- Edit shown on screen- the student should make reasonable accommodations….

Rochelle(chat)- The onus would still be on the professor

Mae (Chat)- I fwd a reply from a Holt student to Jenny Cavenaugh who was very upset about the time extending to 10pm local (Rollins time?) as Holt classes are late into evening

Mae(chat)- should you say eastern time instead of local?

Gabriel: Yes, it refers to local time for the student.

Tiffany(chat)- maybe instead of one on one, just put meetings, so maybe a professor could do a group meeting for multiple students

Kyle- @Mae I would assume local time means local to the student in whatever time zone they are. All Rollins classes take place between 7am-10pm ET

Rob- @Kyle - that was my assumption as well. Can that be clarified? It's not 100% clear which local time is being used.

Caitlin (chat)- I think this is the student's responsibility to reach out to the teacher because it would presumably need to happen before the meeting of the course.

Mae(chat)- the language places responsibility on the student to notify the professor of time difference, correct?

Rochelle- can we put local time for the student?

Mae(chat)- But wouldn't it be better to use our time and then let the student notify professor of time difference?

Ashley- frame it within the students time.

Gabriel- they can remote in…..

Rochelle- if the class meets outside of this time, the student should contact the professor to make the arrangements. It's incumbent on the student.

Ashley- there should be a deadline the student should contact their professor to make these arrangements …. at the end of add/drop*?*

Gabriel- If the student is unable to attend live courses due to time zone concerns, the student must notify the professor by...

Mae- Class schedule is based on ET Zone, Rather than putting 7 am to 10 pm. We are dealing with an eastern standard time zone.

Valerie- this is reasonable to expect students to participate within their local time zones.

Ashley- it is good to have a blanket policy.

Kyle- 7 am – 10 pm ….does the class have to be over or start by 10 pm?

Gabriel- I read it as schedules time as in the time it begins.

Ashley- I read it as "ends by"…..

Sarah(chat)- and update the professor of any changes in time zone (I have a student who is currently in US, but might move to Hungary some time during the semester)

Gabriel- Starts at and ends by… notify professor ~~by add/ drop~~ or as soon as possible (Ashley suggested we just use ASAP)

Ashley- I would favor 10 pm.

Kyle (I would also favor 10 pm) .. to give enough time to sleep.

Steve Schoen- If students have the option to attend if they are happy at 11 pm , they should go.

Valerie- Wanted to ask the question, the online classroom experience….. " All students will need a videoconference-capable device (e.g. a laptop with a camera, a tablet, or a smart phone) and some type of headphones or earbuds that include a microphone for classes." Students will skip this because it is in the online classroom experience paragraph. This needs to be up in the COVID 19 section bullet points…

Ashley- Labeled it Required Technology "All students participating F2F or virtually….

Mae(chat)- will virtual students have different tests/exams than in person?

Kyle- In the initial email sent by the president in July…. There was a statement regarding documented medical cases .. they can wear face shields. .. this document does not allow this.

Rochelle- If we say that, then we are saying that students that have accommodation will not wear a face mask and will be allowed in our classrooms. This presents a problem.

Valerie- How will this be communicated to professor- accessibility? Care team? We would want to know before they show up in class? We don't want to have these conversations in front of the whole classroom.

Mae(chat)- I think the must wear a mask and if need accommodations consult with Accessibility Services which I believe the focus is to ensure equal access which may be via virtual instructions.

Janette Smith(chat) - We are updating our guidance regarding the use of face masks on campus as follows. At a minimum, cloth face masks should:

• Be made with at least two layers of breathable material;

• Fully cover the nose and mouth and secure under the chin;

• Fit snugly but comfortably against the side of the face;

• Be secured with ties or ear loops, allowing one to remain hands-free.

• Allow for breathing without restriction

• Be able to be laundered without damage or change to shape

Rochelle(chat)- That should have been presented when faculty made their choice of modality.

Sarah (chat)- I would imagine that most of the folks who have a medical condition that merits this accommodation would likely be fairly at risk themselves, would probably choose virtual instruction.

Kyle- It would not be right to change policy after students have already made the decision based on the communication the president gave the students in July.

Tiffany- Guidance on how to wear masks. Put words in accordance with the guidance given by Rollins.

Ashley- I will follow up to get these answers. Can we approve two versions of the policy , with and without the face shield language?

Rochelle- how can we approve without the finalized language?

Ashley- we just want to have a version with the correct college policy. We are in a time constraint.

Martina- Language for students from communication college website "Only students wearing masks will be allowed to participate in person in classes. While your Wellness Kit will include two masks, please come with an ample supply of comfortable, well-fitting masks".
Stephanie- why are we talking about face shields? If the college policy is that students have to wear masks to attend class.

Toni (chat)- Face shields may also be requested by those unable to wear a mask for documented health reasons. To request a mask accommodation, contact care@rollins.edu. Requests will be evaluated on a case-by-case basis. This was posted online and sent to students as well.

Mae(chat)- As Stephanie mentioned, wouldn't it be treated as the option to request an accommodation as with other course requirements?

Brenda(chat)- Adding more language will only confuse people. I think the face mask option is enough for now. We are not prohibiting students from getting accommodated if they need face shields....

Sarah- Emergency management statements- this is very vague to me….

Gabriel- discussion about each room having some protocol, what is the closest shelter in place spot for that classroom.

Sarah- where does that live in the classroom?

Ashley- Intentionally vague for all emergencies.

Mark. H- What about changing Web Ex language to virtual in the first statement?

Ashley- We already changed it.

Steve S. -Change language to class recording.

Voted by CC voting members with a thumbs up on WebEX.

Kyle- **voted against** (thumbs down) " Don't agree that is does not include face shield language…

Sarah- It is important to communicate this to the faculty- so that they know students may request this accommodation.

Ashley- we will include in faculty document.

Valerie- we need more faculty communication.

Voted and Appoved.

Idea: Where do these statements live? **Canvas. Module for syllabi statements.**

Mae (chat)- I really think faculty should ask for a box of disposable masks, just to have for back up.

Sarah- a module included in all Canvas course pages?

Toni- I think IT can ... we did it in the spring.

Caitlin(chat)- Just as Rochelle said, a page would be fine. Active links, etc, would be great.

Martina- meeting adjourned.

3. **Announcements**
4. **Adjourn**

Notes taken by B. Santiago 8/18/20