

UNIVERSITY OF PITTSBURGH
Senate Educational Policies Committee
September 27, 2011
Meeting Minutes

Present: Amy Aggelou, John Close, Bonnie Falcione, Kathy Kelly, Juan Manfredi, Debbie Miller, Jay Rajgopal, Jess Yokley, Karen Zeller, Alex Zimmerman

Guests: Dave Carmen, Cynthia Golden, Ralph Hertel

Excused: Tom Platt

Call to Order: The meeting was called to order at 3:30 PM. The minutes from the May, 2011 SEPC meeting had been approved by email at the end of the Spring 2011 term.

I.) New Business:

- a. Introductions** - Committee members and guests were introduced. The mission and functions of the SEPC were reviewed. The meeting schedule for the Fall term and expectations for committee member attendance- including the need to communicate in writing if a member could not attend- was also reviewed. Committee members were directed to the Senate website for more details on the committee structure and functions.
- b. CIDDE Update** - Cynthia Golden, Director for the Center for Instructional Development and Distance Education (CIDDE) provided an update from CIDDE. She described areas the center is focusing on this year including Faculty Development/Teaching & Learning and Instructional Technology.

Faculty Development/T&L: the Book Discussion on October 7th will be "How Learning Works" facilitated by Susan Ambrose from CMU. This session is already filled. The Fall Instructional Development Institute on October 10th (8:30am – 12:30pm) in the Union will be "Half Time and You're Behind: Motivating Students In and Outside of Classroom," and registration is available on the CIDDE web site. There are new Fall Workshops scheduled at CIDDE and additionally CIDDE is also willing to bring the workshops to the various Schools/Departments. The new Faculty Orientation was attended by 136 of 241 new faculty members and the audience response system (clickers) was used to engage the audience and demonstrate this available technology. New faculty attending the orientation reported their top areas of interest related to teaching are: 1) how to get more students to participate in class, 2) how to get students to do the readings, 3) improving presentation skills, and 4) developing new courses and syllabi. Top resources new faculty plan to use in classes included: Blackboard, streaming media, blogs/wikis, and Skype. CIDDE plans to use this information to help with future planning. Lastly, new TA Orientation was conducted for 228 TAs. Fifty of these TAs have signed up for videotaping of one of their lectures and private teaching consultation with CIDDE.

Instructional Technology: Dr. Golden reported enrollment of 200 students (up from 19 in 2009) for *Pitt Online*. She noted that compliance with individual state regulations is now required and Pitt is leading other universities in obtaining approval in all 49 states. Also, Blackboard 9.1 was launched in May with few problems and its mobile application was launched at the same time with

1600 distinct users of the app to date in September. Blackboard will be able to perform automatic course creation to reduce faculty time spent on this process; announcements describing this will be forthcoming. This year 150 clickers were added to the CIDDE inventory amounting in 270 available for loan. A pilot project is underway in the Nationality Rooms in order to bring technology to these rooms without altering the integrity of the design. CIDDE is accommodating "House Calls" for faculty to assist in the areas of Instructional Technology and the CIDDE website can be used to request this. Dr. Golden concluded by pointing out that a number of other plans are in motion with an emphasis on CIDDE focusing on aligning their work with the teaching mission of Pitt.

- c. **Transcript information/content-** Ralph Hertel & Dave Carmen updated the committee. They reported that during the past summer, the University Registrar's Office received sample transcripts from fifty five (55) of the sixty one (61) AAU Institutions. Twenty two of the fifty five institutions (40%) posted Advanced Placement (AP) and International Baccalaureate (IB) Test Credit detail on their transcripts. In order for the University of Pittsburgh to include AP and IB detailed information on the official transcript a modification of the PeopleSoft software will be required. Currently, the University has forty (40) various types of tests defined in the PeopleSoft Test Table and they are used in various places and for various purposes within the system. The software must be modified to limit printing of only the AP and IB detail on the transcript. To that end, the Registrar's office is requesting the modification to PeopleSoft. The Fit Gap document will assist in determining the cost of the project. Once the cost has been determined, the PeopleSoft Project Management Teams will work with the Provosts office to determine if the project should be implemented, and if so, where it should reside on the project priority list. In an attempt to limit the cost of this modification, the University Registrar's Office is in the process of contacting other PeopleSoft Institutions, who may have made a similar modification to see if they are willing to share their program code. This could help to reduce costs and time required for the modification. They also reported that they looked at the number of AAU Institutions who included detailed transfer credit information on their transcript. Out of the 55 sample transcripts received, 14 posted detailed transfer credit information. Discussion included the fact that many AAU institutions are reluctant to post detail transfer information because they are concerned that doing so would indicate that the institution is certifying information from another institution. The committee agreed to support their efforts to request the described modifications to People Soft.
- d. **Faculty Assembly Update** – Debbie Miller provided an update on the recent Faculty Assembly meeting which included: Introduction of new Senate officers and a brief overview of the faculty governance structure by Michael Pinsky, Senate President; the Community Relations Committee provided an update on the Oakland Planning Committee's work including a plan to address improving access and transportation in Oakland. There was also discussion of limitations on faculty printing at computer labs to total 900 pages/term. The issue of a printing quota was also raised with respect to those faculty and staff who also have student status. There were questions raised about which privileges prevail when one has a dual status in the University.

II.) **Vice Provost Updates:**

Dr. Manfredi provided an update on the progress of the Middle States Accreditation Self-Study. The University is using a 'Selected Topics' option and will focus on "*Using a University Wide Culture of Assessment for Continuous Improvement*". Dr. Manfredi reported that the Self-Study will soon be delivered to the Chancellor and then made available during the public phase to university senate committees and faculty for comments. After the public phase the Self-Study will be

presented to the Board of Trustees Academic Affairs Committee prior to the submission to Middle States. He also reported that John Sexton, president of NYU will be the Chair of the Accreditation Visiting Team. He described the upcoming time-line of accreditation visits: Generalist reviewers will conduct their review on October 31st and the Chair will visit Pitt on November 2nd. During April 14-18, 2012 the full accreditation team will visit Pitt and then write their report.

Dr. Manfredi also provided updates on enrollment and retention. This year 97% of freshmen (maximum on record) are living in residence halls. He also reported the average SAT score increased by 7 points to 1280 (math and verbal), and 35% of students (an increase) are out-of-state residents. Additionally a new facility has opened, the Undergraduate Student Center (the Former Concordia Club) which houses math and writing centers. A new dormitory (500 beds) that will include commercial space on the first floor is planned for Fifth Avenue.

III.) Discussion for next meeting:

Role of Teaching Assistants for grading in Undergraduate Education - On behalf of the Psychology Department a committee member was asked to inquire about the university policy that addresses the role of undergraduate TAs in grading. It was recommended that this question be posed to the Associate Dean of Undergraduate Studies in Arts & sciences and to the A&S Undergraduate Council for clarification. This item will be placed on the October agenda for follow-up.

IV.) Next meeting:

The next meeting is scheduled for Tuesday, October 18, 2011 at 3:30pm in Room 826 Cathedral of Learning.

V.) Adjournment:

The meeting was adjourned at 5:00pm.

Submitted by,
Bonnie Falcione (Co-Chair)