CACES Meeting Notes - December 17, 2013

Attendees: Tony Guerrero, Warren Gold, Jozlyn Peik, Daniele Sissons, Chelsea Knodel, Rob Turner, Benjamin Silver; Deborah (Erika Whitton: note taker)

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DEBORAH:

Transitioning to online:
-Will illustrate administrative tool(s) to set this up

Few words on old online system: who used it and what are key lessons?
-Initially developed to handle distance learning courses

-As each piece was built this was piloted with key groups -Money was given for development costs -At the moment, a second portal will be available for faculty (for evaluations); by Spring

Question: person setting up evaluation is administrative person; is there a role for faculty to see how they want their courses evaluated?
-Could have faculty create their own evaluations -The way it is being used on main campus is: staff person can interact with their faculty; or, some departments have standardized what they do, etc.
-Designed with administrative person in mind -But it is not impossible for this to be used in another way -Faculty will receive updates -To combat low response rates faculty need to be included

*Dashboard: geared toward administrative person
*Left: how many courses entered into system

*How they set-up users/roles in system:
-Highest level user can do everything within the system and they can assign coordinators below them; by departments -This can be done by user name, student name, or employer ID -Have pre-
defined roles, and roles can be created - Users can be filtered by college or sub-college; down to department level - Then filter to program/save

*Roles
- System coordinator can do everything
- They maintain system coordinator role at their office - Separate faculty user role can be created - Now new role can be assigned to user(s) - They have 14 standard evaluation forms "baked" into the system - A bigger project is the "True Forms Management"; the programming for that is a larger project and not available for few years, but will be able to use their own questions on forms - They will add institutional data and then evaluations can be created

*Details Page for a Course
- What course
- Is it cross-listed
- Current enrollment
- How many faculty teaching course?
- Can add faculty
- Can edit students in a class
- Ownership

*How to Create Evaluations
- 2 Ways
  1. Step by step
  2. Spreadsheet loader to create evaluations in bulk - Can then view existing evaluations - Red, means an evaluation is happening - Paper, denotes paper icon - Computer icon not in red means: an instructor is available still that needs to be evaluated - Select and continue - Define parameters - Continue and globally, or for different form, can make changes - Have open/close dates for evaluations - Then submit * Takes one to View Evaluations section - Can be sorted - Newly created at top - Each evaluation has its own URL - URL is protected by members of the class lists; they can only do this once - Interface is mobile-ready - System has memory; user can continue where they left off - If evaluation is still pending, changes can be made (edit); will take one back to
When faculty come in, they will see the same concepts we are currently seeing.

*Reports
- In the result section
- Have individual course reports
- Have a host of administrative reports
- Have begun building them out for the system - They have one built now; called "High/Low Report"
- First an HTML view of report(s) is presented - The comments on yellow comments sheets, but online, they are included in the report - Can print from there via a PDF - And at this point it can be disseminated electronically

*Raw Data
- Can do data export
- They have two files: evaluation parameters and work on the median's file (response data); these link to PDF - Can see course and instructor - Forms on average have 31-32 questions - Took only few minutes - Summative questions on every form - Grade - What was valuable - Is course in major?/Elective - Open-ended questions - If interrupted, person can continue where they left off - Submit and they are done

Questions/Comments:

- For purposes of CACES this is very useful - Are part of UW

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**BEN SILVER**
- Official UWB employee: Sustainability Coordinator - Has been in work/share position - UW graduate - Engineering approach, initially - BA Community Environment & Planning - Worked with WA State Department of Resources; drew trail system through landscape and tried to quantify results to minimize impact - Degree program very unique; strong focus on theories of urban planning and why we should care how we affect the way we coexist - Worked with City of Mountlake Terrace - Sustainability ideals: Spokane: biodiesel processing; lived in Israel:
communal farming - After graduation: hiked for 5 weeks in CA; hiked to top of Whitney - Sustainability Program at North Seattle: 100% student funded - Position at "North" ends in January; had opportunity for all experiences there due to accident of colleague - Recently led Bonneville Environmental Foundation & Public Bicycle Repair Service - Another goal: increasing accountability and supporting bicycle culture instead of just expanding parking - Image of solar panels shown

- Conclusion: each campus brings its own challenges/opportunities

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JASON HAMPTON (student)

- Scheduled to graduate in March

- Has been working on edible community garden on campus - Anything that happens with garden has to have chancellor approval first - Would like to get support from CACES group - As far as community gardens go: only 2/20 do not have a community garden and the two are: Cascadia and UWB - Feels UWB is behind in this and this is the time to do this - Is speaking on behalf of quite a few others

- Tony: have had gardens before, but was is tough is when things fall into disrepair: who will take care of garden? Need to keep rolling committment and excitement going so that the garden is well-tended: how is this going to be enforced? Also, this is a Cascadia/UWB issue; need to get permission from both. Biggest thing is commitment of: tools, storage, rules, and keeping the garden up.

- Warren will be at meeting tomorrow. Warren: can see as potential: garden group approach UWB with written resolution that can then be modified and voted on to provide to chancellor(s). There are many layers to this. This needs to be discussed as a body. He would recommend that they stay at level of looking at benefits regarding sustainability: benefits to community, presence in region, campus culture, student culture, etc. that are all connected to sustainability. At the same time there needs to be language in there that addresses the work involved in the community garden. Express what will be uniquely "ours"? (UWB's) It's going to take time to put this together. This committee could ask Chancellor to support this so long as concerns are addressed. Just come up with resolution document. Late January/February? Would look broadly at Campus Gardens and what has made them successful. Take into account the unique position of UWB and the community UWB is in, etc. Differences in definitions of what a Community Garden is...
and what the potentials are. One of push-backs: there isn't enough space. Maybe Northcreek Forest? Have purchased 60% of forest; at toe slope of forest a garden could be incorporated; City of Bothell may buy into this with some persuasion. Always think carefully of potential objections.