Executive Council Meeting  
May 19, 2020, 8:45 – 9:45am, Zoom

Present: Keith Nitta, David Socha, Surya Pathak, Jason Naranjo, Alice Pedersen, Seungkeun Choi, Nora Kenworthy, Minda Martin

Guests: Penelope Moon, Sharon Jones

Approval of Minutes:  
Minutes approved

On-line proctoring policy for UW Bothell (Proctorio)  
• Chancellor Yeigh released message discouraging use of online proctoring software (Proctorio) but recognized it as a faculty decision. How does EC proceed? Strongly socialize a message discouraging use? Move to ban online proctoring at UWB?

EC Discussion:
  o EC needs to put out socialization statement to accompany Chancellor’s message  
    ▪ Socialization already underway through IT: https://www.uwb.edu/it/instructional-continuity/mitigate-cheating
  o Chancellor and UW President would need to approve formal request to officially ban use of online proctoring software at UWB. EC would put forth a faculty vote first.  
    ▪ Mike Townsend, Secretary of the Faculty suggested to David Socha that a social agreement rather than formal agreement might make sense.
  o UW Faculty assembly pushing out massive socialization effort to discourage use of online proctoring. Working on proposal to eliminate its use.
  o Need to systematically identify, support, and offer sensible options to UWB faculty currently using online proctoring. Help them see their pedagogy and testing differently.
    ▪ EC should track hot spots, target areas of need, craft support plan for those faculty
    ▪ IT needs to be out in front, actively engaged. Faculty might not know what questions to ask or what support is available
    ▪ Some faculty have already included Proctorio in their syllabi and built their pedagogy around it.
  o Online proctoring services force students into being surveilled and can be a roadblock for those who do not have the bandwidth for the software  
    ▪ Students should be able to opt out. Faculty would need to provide an alternative.
  o How does the EC do a proper and thorough exploration of this issue considering the timing? Will EC need to meet over Summer? If making a proclamation, it should happen soon so that faculty can prepare.
    ▪ Need to get students involved as well
  o Proctorio cannot be struck from canvas integration. Will have to rely on faculty honor system to not use it.
    ▪ If banned, students need to be made aware that online proctoring shouldn’t be used and given the means to report so that there is faculty recourse.
    ▪ If course is exempt from ban, students need to be given fair warning and the ability to opt out of online proctoring and faculty provide an alternative
Need committee to determine if faculty have pedagogical need to use online proctoring, waivers could be granted
  ▪ Potentially Campus Council on Academic Standards & Curriculum. This would keep it within faculty bounds.
  ▪ EC would need to determine guidelines

Unofficial poll of EC resulted in support moving toward ban of online proctoring unless faculty can exempt themselves.
  ▪ Keith and David will draft an action plan outline and a socialization statement for the EC to release to accompany the Chancellor’s message
  ▪ Will add this to GFO quarterly meeting agenda

GFO Quarterly Meeting Planning
  • Ahead of the May 27 4:30pm GFO meeting, the Chancellor will send out an email to campus on the state of the institution. The Chancellor and VCs will be present at the GFO meeting to discuss
    ▪ UW Bothell is not going to grow in the foreseeable future. Not a good strategy to enroll more students.
  • Online proctoring will be on the agenda
  • Time for faculty to ask leadership about current state and what next year will look like
  • EC encouraged to socialize that all faculty are welcome and should come to the GFO meeting to learn more about the state of our institution and get their questions answered
  • Will look into recording meeting so that faculty who can’t attend can still be part of conversation

Other Items:
  • Keith will be collecting year-end statements from the CCAL, CCASC, and CCPT chairs regarding their successes and plans for next year and will share with EC.
  • This is the final EC meeting of the year but there is potential that special meetings could be called over the summer.

Action Items:
  o Keith and David will prepare a socialization statement and action plan for moving toward ban of online proctoring at UWB and will share with EC prior to the GFO Quarterly meeting on May 27 at 4:30pm
  o David will reach out to leadership that will be at the GFO meeting and ask about recording the meeting.

Minutes submitted by Dawn Moncalieri
Meeting adjourned at 9:45am
The next EC meeting TBD