**Agenda and Minutes for Tuesday October 10 2023 (1:30-3:00 pm via Zoom)**

<https://ucdenver.zoom.us/j/4447342010>

Attending: BT, AH, MF, NH, MD, CP, PD, DD, CG, SZ, JK,

Agenda:

* Ex Officio Member Updates
  + Crystal
    - AI training – see pdf in files. Please share.
  + Nik
    - Hired new LMS admin – this person would be Tier 2 support for Canvas, etc
  + Corey
    - Proof of concept room NC 1405 to be installed by end of December. Hopefully can play with it during spring semester. Maybe LETTS can have a F2F in this space in spring.
* New Topic: COI involving faculty assigning/requiring their own text to be purchased by their students. No policy exists for this. Should there be one?
  + Question: is this in the COI we have to submit each year? And do adjuncts even complete the COI? Accessibility to the resource (freely) seems to be the most important issue for us.
  + Perhaps we should refer this to the Ethics committee
  + Bud will respond to the faculty member who contacted us and state that issue does not fall within our purview so we are referring it to the ethics committee
* Data ethics and transparency of data use
  + AH: evaluation of new systems when they are procured and how they use data (e.g., student data). Broader than security – involving ethics,
  + Maybe our role is to create a rubric of selection criteria for tools related
  + Should LETTS develop a position statement on this topic?
  + CG: data in Canvas – who has access to it and how can it be used? The governance of data in Canvas falls onto the registrar.
  + We will search around and see what other IHE’s are doing related to this
* ~~Standardized~~ Default course navigation in Canvas
  + LETTS would discuss what to have in the Default Canvas course nav (what elements).
  + Could depts, colleges, and campus set their own defaults?
* Other business/topics
  + Otter.AI

Otter.ai is a transcription and notetaking tool. Designed to support students with taking better notes during class and increase retention during post lecture study.

Otter.ai Features:

* Record audio lectures
* Live transcription
* Import audio and videos files for transcription
* Highlight content
* Import images
  + To review: <https://its.uiowa.edu/alert/127266>
  + To review: <https://georgetownlawtechreview.org/ai-transcription-isnt-working-for-students-with-disabilities-heres-how-to-fix-it/GLTR-11-2022/>
  + To review: <https://community.zoom.com/t5/Meetings/Stopping-users-with-Otter-ai-from-joining-meeting/m-p/115296>

Faculty Assembly / Learning, Education, Teaching, Technology, and Scholarship

AY23-24

[Website](https://www.ucdenver.edu/faculty-staff/faculty-assembly/denver-campus/denver-campus-committees/faculty-assembly-committees/learning-educational-technology-teaching-and-scholarship-committee) | [MS Teams](https://olucdenver.sharepoint.com/:w:/s/LETTS/ETt4wDeZRFFEj7cuDt2keHUB8kreZMk5SgHh2MFAoS5xQw?e=mMatBH)

**Membership**

* Bud Talbot (chair) | School of Education & Human Development
* Jiban Khuntia | Business School
* Amy Hasinoff | College of Liberal Arts & Sciences
* Dot Donovan | Auraria Library
* Charles Musiba | College of Liberal Arts & Sciences
* Maria Fernandez-Martinez | College of Liberal Arts & Sciences
* Storm Gloor | College of Arts & Media
* Lorne Bregitzer | College of Arts & Media (guest?)
* Sandy Zook | School of Public Affairs
* Maryam Darbeheshti | College of Engineering, Design & Computing
* Priyanka deSouza | College of Architecture & Planning

**Ex officio**

* Crystal Gasell | TIPS
* Nik Hunnicut| OIT – Academic Technology
* Corey Parham | OIT - Classroom AV
* Sheard Goodwin | OIT – Network