

**Classroom Advisory Subcommittee (CAS)**  
**April 13, 2020**  
**Minutes of the Meeting**

*These minutes reflect discussion and debate at a meeting of a committee of the University of Minnesota Senate; none of the comments, conclusions or actions reported in these minutes reflect the views of, nor are they binding on, the senate, the administration or the Board of Regents.*

[**In these minutes:** Discussion of Remote Teaching and Learning; Update from OCM; Ideas for Next Year]

**PRESENT:** Mark Bergen (chair), Scott Abernathy, Todd Arnold, Keith Brown, James Cotner, Sehoya Cotner, Dave Crane, Michael Dunst, Jay Hatch, Dave Hutton, Maki Isaka, Roberta Kehne, Sandy Mand

**ABSENT:** Andrew Jenks, Abby Skapyak, J.D. Walker

**1. Discussion of Remote Teaching and Learning**

Chair Mark Bergen called the meeting to order and initiated a discussion of the abrupt transition to teaching online and learning during spring 2020. He wondered if there was any data on students' experiences during this time. Sehoya Cotner shared that she was working with the IRB to obtain permission to send out a [survey](#) to students. The survey would go out to about 2,000 students, she said, adding that she suspected that the sudden shift would impact different groups of students in different ways.

Amber Bathke, senate associate, University Senate Office, shared a link to the proposed updated Student Rating of Teaching (SRT) survey for spring 2020.

David Crane said that the Office of Classroom Management (OCM) surveys faculty about their experience in classrooms, noting that they could ask faculty about the transition and their experience in the purely virtual space.

Keith Brown stated that there was a good chance that there will be some sort of hybrid, remote/in-person model during fall 2020, and wondered what technology would be valuable in the classroom for instructors who anticipate they need to use this model. Bergen asked if there were any technology surveys going on or planned to this effect; Brown did not know of any. He added that the Office of Information Technology (OIT) had received a lot of questions about privacy concerns; hybrid classrooms could present different privacy concerns, he said.

Maki Isaka wondered whether it would be useful for the committee to make an advisory statement to the administration, recommending that the room capacity be reevaluated before classes are resumed on campus. She pointed out that this could have wide-ranging and huge impacts on class scheduling, budget, etc. She added that it would be important to have epidemiologists' input on these decisions. Dave Hutton assured members that the School of Public Health would advise the provost on these matters.

Crane said that OCM had been doing some modeling on the issue of room capacity, based on current social distancing guidelines.

## **2. Update from OCM on projects during this pandemic period**

Next, Crane provided the following updates to the committee:

- OCM is modeling budget cuts at 3%, 5%, and 10%. The adjustments include changing the methodology for replacing technology, such as replacing some components, rather than full replacements. This cuts the cost by about 50%.
- During spring 2020, OCM has technicians, logistics support staff, and an engineer on campus. Administrative functions are being supported remotely, but they have no student workers for the semester (typically they employ about 12-20 students each semester).
- They are working on 56 technology projects over the summer.
- Pillsbury Drive will be closing May 4, 2020; if on-campus operations are resumed during this closure, OCM will lose access to their own office in Williamson. They will work out of a different location, but this poses difficulty for deliveries.

Brown asked if summer courses would be synchronous or asynchronous, since they will be entirely online. He explained he had received questions about whether that would be designated in the course registration system, so that students know whether the classes would overlap or not. Crane stated that he did not know.

Bergen wondered if there were any accessibility or active learning issues resulting from the shift to online instruction, and how these lessons could be harnessed to improve delivery for summer and possibly fall classes.

Isaka noted that currently, instructors have to accommodate students in different time zones, which is a challenge.

Brown informed members that the Disability Resource Centers (DRCs) across the system are trying to gather as much information as they can to see if there are specific trends related to accessibility and remote instruction, and to determine strategies to assist students with disabilities during this time.

Sehoya Cotner noted that there are accommodations related to remote instruction that faculty might have been more reluctant to do prior to the pandemic. Now it is clear that many of these things can be done easily. She stated that it would be good to measure this in some way.

Isaka asked if Zoom had a closed captioning function. Bathke turned on the closed captions for the meeting demonstrating the Live Transcript function. Brown stressed that although the Live Transcript function works pretty well, it does not meet ADA requirements.

## **3. Ideas for Next Year**

Bergen announced that it was the last meeting of the academic year. He brought up the ongoing topic of the learning space taxonomy and asked for members' input about continuing the discussion on this item. Jay Hatch said that his term on the committee was ending, but that he

would still like to work on this project. Crane said that it was reasonable for OCM to take a first pass at the project over the summer. He proposed that OCM examine the 13-point scale they use at Indiana University and try to map onto it, running the criteria against the current inventory of general purpose and active learning classrooms. Sehoia Cotner offered to help, as well.

Hatch also suggested developing a mechanism whereby CAS can be aware of what else is going on at the University that relates to the subcommittee's work.

Hearing no further discussion, Bergen thanked members for their service and adjourned the meeting.

Amber Bathke

University Senate Office