

Faculty Center Advisory Board Meeting Minutes – Oct 17, 2024

Present:

Kevin Yee	Emily Franklin	Patricia Farless
Erica Hoyt	Donald Merritt	Widaad Zaman
Katy Miller	Larry Jaffe	Karen Haslett
Lisa Wayte	Mike Borowczak	Midya Parto
Camilla Ambivero	Sean Mondesire	

Meeting notes:

- **Introduction and Attendance:** Kevin welcomed the participants and introduced Emily, who is joining from CDL, replacing Sue Bauer. Emily shared her background as an instructional designer and her involvement with simple syllabus implementation meetings.
- **Learning Space Manager Software:** Donald explained the Learning Space Manager software from Talum 3, which is used for classroom technology asset management. He detailed its functionalities, including providing faculty and students with information about classroom equipment and capacities.
 - **Software Overview:** Donald explained that the Learning Space Manager software from Talum 3 is a classroom technology asset management system used by OIR to track projectors, cameras, and other equipment. It also provides a faculty and student interface to view classroom equipment and capacities.
 - **Faculty Requests:** Donald mentioned that the ability to view classroom equipment has been a frequent request from faculty for over 28 years. The new system replaces a previous asset management system and adds this requested functionality.
 - **Data Integration:** Donald highlighted that the system integrates data from various sources, including location data from AIM and facilities, and single sign-on information from the identity management system. This integration has taken time to implement.
 - **Implementation Status:** Donald stated that the system is almost ready for rollout, with some information still being added. Photos of classrooms, including 360° photos, are being taken to provide a full view of the spaces.
 - **Interface Feedback:** Donald offered to share the link to the system for feedback and mentioned that the company has been receptive to suggestions for interface improvements.
- **Rollout of Learning Space Manager:** Donald mentioned that the Learning Space Manager is almost ready for rollout, with some final adjustments needed. He offered to share the link for feedback and emphasized the importance of faculty input on the interface.
- **Feedback on Learning Space Manager:** Kevin suggested that the group review the Learning Space Manager interface and provide feedback on layout and usability by the next meeting. Donald agreed to take any feedback to the company for potential improvements.

- **Emergency Plans in Classrooms:** Kevin and Donald discussed the need for location-specific emergency plans in classrooms. Donald highlighted the decentralized nature of emergency planning and the challenges in creating consistent plans across campus.
 - **Current State:** Kevin and Donald discussed the current state of emergency plans in classrooms, noting that they are not location-specific and are generally decentralized, with each building handling its own plans.
 - **Challenges:** Donald highlighted the challenges in creating consistent, location-specific emergency plans across campus, including the lack of centralized guidelines and funding for permanent signs.
 - **QR Codes:** Kevin mentioned that some classrooms have QR codes that link to a static page with general emergency information, but these are not specific to the location.
 - **Faculty Role:** One participant emphasized that faculty should not be responsible for creating their own emergency plans, as this could lead to inconsistencies and potential safety issues.
- **Faculty Responsibility in Emergencies:** Donald emphasized the importance of faculty taking emergency alarms seriously and evacuating students during drills. He suggested that the group create messaging to remind faculty of their responsibilities.
- **Resolution for Emergency Planning:** The group considered writing a resolution to address the decentralized emergency planning and the need for consistent, location-specific plans. Kevin proposed drafting a simple resolution to be reviewed at the next meeting.
- **Simple Syllabus Implementation:** Kevin shared Vice Provost Letzring's response regarding the implementation of simple syllabus, including the adoption rate and the reasons for its selection. The group discussed the challenges and potential improvements for the tool.
 - **Implementation Details:** Kevin shared Vice Provost Letzring's response, which included details on the implementation of simple syllabus, the adoption rate of 85%, and the reasons for its selection, including compliance with upcoming legislation.
 - **Potential Improvements:** The group considered potential improvements for the tool, such as making the office hours field optional and addressing the issues with blueprint courses to reduce the workload on faculty.
- **Feedback on Simple Syllabus:** One faculty member suggested collecting feedback on specific parts of the simple syllabus that may pose issues, such as the public availability of office hours. The group agreed to gather feedback from their departments to provide constructive input to the Provost office.
 - **Feedback Collection:** Widaad suggested collecting feedback on specific parts of the simple syllabus that may pose issues, such as the public availability of office hours, which could pose safety concerns for faculty.
 - **Departmental Input:** The group agreed to gather feedback from their departments to provide constructive input to the Provost office, focusing on practical improvements that could be made to the tool.
 - **Survey Creation:** Kevin proposed creating a Qualtrics survey to collect feedback from faculty, which would then be shared with the Provost office to address the identified issues and improve the tool's functionality.
- **Next Steps and Meeting Schedule:** Kevin concluded the meeting by outlining the next steps, including drafting the resolution for emergency planning and creating a survey for simple syllabus feedback. He will send out a poll to schedule the next meeting, avoiding the week of Thanksgiving.

Follow-up tasks:

- **Learning Space Manager Feedback:** Review the Learning Space Manager interface (<https://ucf.talem3.com/lsm/login/auth>) and provide any layout, user interface, or usability suggestions to Kevin by the next meeting. (The team)
- **Resolution Drafting:** Draft a simple resolution regarding the centralization of emergency planning and share it with the team for review before the next meeting. (Kevin)
- **Simple Syllabus Feedback Collection:** Create a Qualtrics survey to collect feedback on Simple Syllabus from faculty, focusing on usability issues and suggestions for improvement, and share the survey link with the team. (Kevin)
- **Departmental Feedback on Simple Syllabus:** Distribute Kevin's Qualtrics survey link to department faculty and collect their feedback on Simple Syllabus to be discussed in the next meeting. (The team)