



Portsmouth Faculty Senate (PFS) Minutes

Date & Time: Friday April 24, 2020, 12:00 PM

Location: Meeting held virtually via Zoom

In Attendance: Tom Siegmund, Katrina Dash, Tiffanye Sledge, Craig Kuehn, Darryl Perkinson, Evelyn Coutee, Catherine Merritt, Carmelita Williams, Siabhon Harris, Elizabeth Harris, Thomas Siegmund, Kimberly Lee, Rebecca Vonderhaar, Leona McGowan, Suzanne Luna, Geraldine Wright

- I. Call to Order – Called to order at 12:02 PM
- II. Correction and Approval of April Minutes – Minutes approved with no edits.
- III. Guest Speakers
 - A. None
- IV. Reports
 - A. CWFS – April - All Who Were Present
 1. Major discussion was the communication issues between faculty and administration. The work to improve this is ongoing.
 2. Discussion of bylaws – Recommendation for campuses to add “calamity clause” related to situations such as the current pandemic that disrupt normal operations. Provisions for electronic meetings are also important. An update of bylaws would be a good project to complete over the summer.
- V. Open Business
 - A. By Laws Update as Needed / Discussion – see above in CWFS
 - B. Summer and Science – Decisions have been made about summer classes. Most science courses are still being offered in the 10 week summer session and will be held completely remotely. Chemistry is not able to be taught completely remotely at this time so classes were moved to the second 6 week session that will hopefully be face to face. If the campus does not reopen then these classes will be cancelled.
 - C. Technology – Spoke to John Morea and Curt Aasen. There may need to be a subcommittee formed to address specific requirements. Are there different tiers or technology that we need in different rooms? What are the needs of faculty in different disciplines that would allow them to reach students the way they want to? Now that we have made it through the “trial by fire” of this semester, there can be more productive discussions and plans for what

we need going forward. Thing big in terms of ideal equipment even if it isn't currently in the budget.

D. Readiness and Certification (E. Harris)

1. Administrative privileges – some equipment cannot be used by faculty because we do not have administrative privileges. Is there a plan for addressing or correcting this? Maybe office hours for faculty to get what they need.

2. For training, there are many useful tips in the Canvas shell that was loaded for everyone by Distance Learning. It does a good job of providing specific resources for different techniques used in face to face classes. There is discussion about whether faculty could load best practices and tips.

3. The formal online teaching training course is not formally required but is recommended. But many faculty say that it needs to be structured differently in our current remote instruction climate.

4. It would be helpful if training couple be offered and completed on a professional development day before the start of summer semester so that faculty can focus on training at a time that they are not also trying to teach. It would also work to have virtual professional development in fall with sessions differentiated based on skill levels.

E. Question about Z courses – there are still Z courses listed, but there was confusion about their status. The Z degree has been dissolved because of the loss of free Lumen resources. But individual courses can still have a Z designation if they use other OER resources and keep the cost at 0 for students.

VI. New Business

A. Issues for CFS Meeting TBD

B. April Elections! – Nominations are due by 4/29. Once all nominations come in then we will vote for officers and members via email.

C. Meeting over the summer? Friday May, 29th 12:00 to 1:30, Via Zoom

VII. Other

A. None

VIII. Next Meeting

A. Friday May, 29th 12:00 to 1:30, Via Zoom

IX. Adjournment – Meeting adjourned at 1:19 PM

X. Appendix

A. I would like better clarification from the administration on what training we need to take to teach remotely vs. actual on-line. We received an e-mail from Dean Andersen (Humanities) that was not too clear. I asked her for more information, but did not receive a reply.

B. Email mentioned above: Hello, all my fellow "hunkerdowners"! I am working on a shared course content initiative with other deans and faculty members. This initiative matches the idea behind using Master model course content for all sections of any given discipline. Traditionally, instructional designers or senior faculty members will develop a course that includes fully developed modules, assignments, assessments, and ancillary content, then hand off the course to others to use. We know that our summer courses will be delivered either synchronously and asynchronously. If you are currently scheduled to teach a face to face section and would like to use teach summer classes online or use previously developed content as a way to teach asynchronously please let me know. I will be asking your colleagues if they would be willing to share their online courses with you. Currently, we have many credentialed online instructors sharing their created courses with others both in our pathway and other pathways. If you would like to take advantage of this, Kerry and I would ask that you take part in the training offered through Distance Learning. There is a "CANVAS BASICS" and "ZOOM BASICS" located in the Distance Learning Resources tile inside Canvas. If you would like to continue to teach online, you will still need to enroll in and successfully complete the self-paced Canvas training to become officially credentialed for online instruction. The self-paced course is 3-weeks in length. Higher education and how we deliver our courses have changed, and I for one would rather be ready for the next situation that puts us in a telework environment. If I can help you please let me know. Be well!