URI ETAC Meeting Notes

February 2, 2024

Recorded by: Kevin Gray

Attendance

1. Kevin Gray
2. Michelle Rogers
3. Ian Lister
4. [Alicia Vaandering](#)
5. Allison Harper
6. Jim McGwin
7. Rob Coyne
8. [Joannah Portman-Daley](#)
9. [Paige Ramsdell](#)
10. Chris Lavan

Agenda Items Covered:

1. **Student Privacy in Brightspace:** The team reviewed the discussion draft centered on the rights of students and their coursework privacy in Brightspace, in particular when using Web 2.0 tools and 3rd party integrations in Brightspace. Discussions centered on the best place to store the data since Syllabi are already very long. Suggestions included a website, page in Brightspace, or a standardized syllabus 'builder' site or software. Members also recommended that all such recommendations be reviewed by the JCODL, Faculty Senate, IT Governance, and Legal.
2. **New Technologies Discussion:**
   a. **Polling Tools:** A discussion centered on the need for more streamlined methods and tools by which to take attendance in Brightspace so that faculty did not need to charge students in order to use Top Hat to take attendance. A need to settle on one tool that might need the needs of multiple groups would make economic sense. Formative and Poll Everywhere were two alternatives discussed.
   b. **Syncing Documents with Brightspace**: Physics discussed that they used to be able to map a drive on their computer to their courses in Sakai, and requested a more seamless method for updating documents in Brightspace that could be done from a c computer and without the need to log into Brightspace. Allison and Rob mentioned a need for a free polling solution
   c. **AI :** ATL is leading new opportunities for involvement in AI planning across campus. IT is also leading AI/Big Data forums. ATL is working on centralizing AI events and initiatives into one centralized planning area.

3. **Brightspace Integrations:**
    a. **Top Hat:** First integration moving to LTI 1.3 this spring.
4. **Course Merges:**
    a. TLS reviewed the various pathways on merging sections of 1) co-taught courses vs 2) cross-listed vs 3) combined sections. TLS will work on a knowledge base article that reviews the various scenarios and pathways to merging classes.
5. **Future Meetings:** There was discussion of ETAC meeting once per term on campus for in-person discussions.

Action Items:

1. **Discussion Draft on Student Privacy in Brightspace:** ETAC members will comment and share feedback on the discussion document drafted by the Chair, Jim: A recommendation on privacy policy related to student data usage by Brightspace integrations in online courses.
2. **Polling Tool:** TLS will host a meeting of polling users to discuss possibilities of choosing one tool.
3. **Course Merging and Student Privacy Laws:** TLS will work on a knowledge base document related to the merging course pathways and related student privacy laws.
4. **Top Hat Upgrade to LTI 1.3:** The Top Hat integration in Brightspace will be updated the end of spring term.
5. **Example Digital Recommendations for Syllabi:** ATL will send URI Online syllabus templates to ETAC pertaining to the Brightspace digital privacy statement: https://docs.google.com/document/d/1nxU663e-26a6n4tjLmUBzkYEyKHHJiwo/edit#heading=h.u4a6ve4r628z