



VILLANOVA UNIVERSITY
FACULTY CONGRESS

Academic Year 2022-2023

October 17, 2022

11:00 am to 12:30 pm

via Zoom: <https://villanova.zoom.us/j/94432808002>

Present: Gregory Hoskins, Qi Wang, Mark Wilson, Stephanie Katz Linkmeyer, Jennifer Altamuro, David Shaffer, Bridget Wadzuk, Michelle McKay, Kerry San Chirico, Farshid Baghai, Theodore Arapis, Amanda Knecht, Samantha Chapman, Ann Juliano, Jennifer Ross, Sue Metzger, Eric Hamberger, Joe Betz, Jeremy Kees, Col. Vincent Ciuccoli, Kathryn Haymaker, Joseph Drury, Rachel Skrlac Lo, Kamran Javadizadeh, Paul Bernhardt, John Sedunov, Sherry Burrell, Michelle Kelly, Cheryl Carleton, William Wagner, Aronte Bennet, Gerald Beyer,

Absent: Tina Agustiady, Lisa Sewell, Frank Pryor, John-Paul Spiro, Raka Shome, Troy Shirangi, Jared Paul

AGENDA

Housekeeping

- Welcome
- Approval of minutes from September 7, 2022 meeting

Minutes Approved

Invited Guest

- Meg Willoughby, Faculty Ombuds

Megan P. Willoughby, Esq., Villanova University's first Faculty Ombuds, introduced herself to the current Faculty Congress and emphasized her availability to serve as a crucial, independent resource for faculty members. For more information about Meg Willoughby and the Office of the Ombuds: <https://www1.villanova.edu/villanova/provost/resources/faculty/ombuds.html>

For the annual report from 2021 -

2022: <https://www1.villanova.edu/content/dam/villanova/provost/Faculty%20Ombuds/2122-ombuds-annual-report.pdf>

Amanda Knecht, Ann Juliano, Aronte Bennet, Bridget Wadzuk, Cheryl Carleton, Col. Vincent Ciuccoli, David Shaffer, Eric Hamberger, Farshid Baghai, Frank Pryor, Gerald Beyer, Gregory Hoskins, Jared Paul, Jennifer Altamuro, Jennifer Ross, Jeremy Kees, Joe Betz, John Sedunov, John-Paul Spiro, Joseph Drury (Vice Chair), Justinus Satrio, Kamran Javadizadeh, Kathryn Haymaker (Chair), Kerry San Chirico, Lisa Sewell, Mark Wilson, Michelle Kelly, Michelle McKay, Paul Bernhardt, Qi Wang, Rachel Skrlac Lo, Raka Shome, Samantha Chapman, Sherry Burrell, Stephanie Katz Linkmeyer, Sue Metzger, Theodore Arapis, Tina Agustiady, Troy Shirangi, William Wagner

Standing Committee Reports (*reports submitted in advance; please see appendix; this time set aside for elevated issues and/or questions*)

1. Awards Committee (Andrew Scott [chair, external member], Sherry Burrell)
2. Adjunct Faculty Representatives (Tina Agustiady, Eric Hamberger)
3. CNT/FTNTT Faculty Representatives (Frank Pryor, Sue Metzger, John-Paul Spiro)

CNT representatives are meeting with deans to clarify promotion. They are also working with Meg Willoughby on promotion and salary.

4. Election and Credentials Committee (Q Chung, Jen Palenchar, Qi Wang, Bob Styer [emeritus]) - see appendix
5. Research Policy Committee (RPC; Jared Paul, chair)
6. Faculty Rights & Responsibilities Committee (FRRC; Amanda Knecht, chair)
7. Retired faculty members (Joe Betz)

Committees with Faculty Representation (*reports submitted in advance; please see appendix; this time set aside for elevated issues and/or questions*)

1. Academic Policy Committee (Bridget Wadzuk, chair)
2. Intellectual Property Policy Board (Jennifer Ross)
3. COVID Policy Committee (Jennifer Altamuro, Jake Elmer)

New Business

1. Universal Lecture Capture – see Appendix A for further info (Katie & Joe)

Faculty Congress had a robust discussion of the expanded Universal Lecture Capture. Some members noted the pedagogical benefits, including the ability to disseminate recorded class sessions for absent students. Many concerns were raised regarding privacy, intellectual property, student expectations and cost, as well as the lack of training and faculty input. The “opt-out” rather than “opt-in” procedure was of particular note. With a vote of 58%, members approved a motion to engage in university-wide outreach to individual departments to gather more granular data and input. Options for a faculty forum and a combination of outreach combined with a faculty forum received 12% and 31%, respectively. Additionally, the FRRC will explore possible amendments to the Faculty Handbook, and the APC will consider amendments to the Student Handbook.

2. Support for robust discourse about abortion rights on campus (Katie & Joe)
3. Update from meeting with provost and SVPA (Katie, Joe, Amanda, Bridget)
4. Discussion of nominations:
 - (2) faculty members for the *study space taskforce* of the campus master plan;
 - (2) faculty members for the new version of the *University Council* (<https://villanova.policytech.com/dotNet/documents/?docid=1565&public=true>);
 - (1) Faculty Congress member for the *University Mission and Social Justice Committee – Committee Charge*: The Committee on Mission and Social Justice shall be charged with responsibility for recommending to the University President changes in University policies in areas of mission, social concern, service, and sensitivity to cultural diversity related to the functioning of Villanova University. The charge of the Committee shall also include reviewing the University’s efforts in ensuring fair labor practices in its collegiate licensing program. As part of its review, the Committee shall have access to all reports issued to the University as a member of the Fair Labor Association and the Worker Rights Consortium. The Committee on Mission and Social Justice will also

serve as the Social Justice Committee of the University Sustainability Leadership Council.

The Committee on Mission and Social Justice shall consist of: the Vice President for Mission and Ministry; the Director of the Center for Peace and Justice Education; the Director of the Center for Service and Social Justice; a representative of the Office of Diversity and Inclusion; the Athletic Director or his or her designee; one Augustinian Friar; three faculty members (representing different colleges, at least one of whom will serve as a representative of Faculty Congress, if possible); one staff member (outside of Mission and Ministry who will serve as a representative of Staff Council, if possible); one member of the Campus Sustainability Committee; three students (at least one of whom shall be a member of the Student Labor Action Movement and at least one of whom will serve as a representative of the Student Government Association, if possible); and one alumni representative. Faculty, staff and alumni representatives shall serve two-year terms, initially staggered to assure continuity on each committee. Students' terms shall be limited to two years. Administrators shall serve at the pleasure of the President.

Reminders

Upcoming Congress events:

FC leadership meetings with Provost & Vice Provost (Katie, Joe, Bridget, Amanda)

- ~~Monday, October 3, 2022, 2pm – 3pm~~
- Tuesday, December 6, 2022, 9am – 10am

Fall 2022 Faculty Congress general meetings (Zoom)

- ~~Wednesday, Sept 7, 2pm – 3:30pm~~
- Monday, October 17, 11:00am-12:30pm
- Wednesday, November 16, 2pm-3:30pm
- Monday, December 12, 11am–12:30pm

Spring 2023 Faculty Congress general meetings

- TBD

2022-23 Faculty Fridays, 2:30 p.m. to 4:30 p.m. (*The Refectory; west entrance*)

- ~~Friday, August 26~~
- ~~Friday, September 30~~
- Friday, October 28
- Friday, November 18 (3pm – 5pm)

APPENDIX A: Universal Lecture Capture (ULC) information

Information about ULC:

<https://www1.villanova.edu/villanova/unit/instructionaltech/audiovideo/ULC.html>

Additional information from the Vice Provost for Teaching and Learning:

- Who has access to the recordings?
 - Employees within Instructional Technologies have access to recordings to maintain the system, provide support, and when helping faculty with their materials.
 - Sonic Foundry (the company behind Mediasite, our enterprise video platform) technical support may also access recordings when necessary to assist our staff.
 - Unless requested otherwise, ULC recordings are private unless the faculty makes the recording viewable.
- How long are recordings kept?
 - Recordings are kept online for approximately one year and one semester, consistent with other systems such as Blackboard.
 - We notify faculty when recordings will be purged from the Mediasite system and provide the options to retain those recordings if they wish.
- How many announcements are made for opting out?
 - In addition to the AVPTL email, when a ULC room is scheduled for recording, an automated email is sent to faculty containing the opt-out instructions again.

Information from Sept 28, 2022 meeting

(with VPTL Randy Weinstein, Jennifer Pohlhaus, and Kevin Donahue)

Updated statistic: 19.5% of faculty (of 517) opted out in Fall 2022. 68% of faculty currently teach in ULC rooms.

1) What are the motivations for having Universal Lecture Capture being implemented across campus?

It was noted that this is part of the digital transformation of campus. An older system had limited recording abilities. Academic research in the area of lecture capture indicates that students value the service. Some COVID funds were used to increase the amount of one-to-one recording devices (that is, individual Mediasite devices in more classrooms). The Post-Covid Taskforce looked at results of a Fall 2020 survey of faculty and students (60% response rate). Students “universally wanted recording lectures”; about 50% of faculty wanted it. The University put more resources into it due to that survey, including adding 24 rooms in summer 2022. That expansion this summer allowed ULC with Mediasite in 83 rooms on campus, roughly half the rooms on campus.

Automatic recording on campus has occurred on a per-request-basis since 2006. Until Spring 2022 it was by request. However, the law school started ULC first in 2018, using an opt-out method. Note that faculty in the law school cannot opt out now, but they do have control over whether the recordings are shared or not. Spring 2022 was the first semester across campus where ULC was widespread with the opt-out method.

2) Why is the system opt-out instead of opt-in?

It is easier for staff to make the recordings opt-out because the alternative would be to process faculty requests manually one-by-one as they come in. This is what has been done previously, but the scale of ULC at this point would make continuing to do it this way very slow – requests can take up to two weeks to process – and burdensome for the staff processing the requests. It is also easier for faculty, who will have recordings automatically available without having to request them. The recordings will appear on the instructor's Mediasite page, but will not be made available to students or anyone else unless the instructor makes them available. So if a faculty member were to forget to opt out, the recordings will not be made available to students by default.

One reason is the combination of scheduling and technical issues; it is a manual process to add a course. It is easier to have an automatic data dump at the start of semester for the 1000 courses taking place in Mediasite rooms. There are two staff members working on Mediasite on campus. The opt-out approach is also intended to make it easy for faculty to do this. It will never be mandatory or required. If a faculty forgets to opt out, the videos will not be available to students by default – they will only appear on the faculty member's private Mediasite. It was noted that a burden is added to faculty if the system were to be opt-in.

3) Are students notified that they are being recorded?

In discussions with general counsel, they conclude it is best to ask faculty to inform students in their syllabus. There is not a problem legally with recording students in class. Rooms have signs indicating Mediasite recordings.

4) Why are recordings retained for 18 months? (For a different reference point, Zoom recordings are retained for 180 days.)

Recordings are retained for 18 months mainly because this is the amount of time Blackboard content is retained. Content is retained on both platforms so that instructors can reuse material from previous courses. Recordings of classes from previous semesters could be useful if an instructor has to miss class for a conference or due to sickness etc.

18 months is the cycle we retain course content (a year and a semester) in Mediasite and in systems like Blackboard. For example, if you want to reuse a recording from Fall to the next Fall, we want that to be available, in case of missing class for a conference, sick leave, etc. It does not happen often but it might be used. This matches blackboard retention policies.

5) We have heard concerns about student privacy. For example, some nursing courses have students performing mock physical exams; discussions with the professor before/after class can be confidential. What can be done to ensure student privacy in these cases?

First note that Law school faculty cannot opt out, but they have control over their Mediasite. The VPTL office talked with the Dean of Nursing, and Driscoll was first building beyond Law in Fall 2021. Counseling, nursing, theology, language, philosophy, are common examples of

faculty opting out. They do get a lot of nursing faculty opt-outs. There may also be efforts to preemptively attempt to schedule those courses in rooms not being recorded. Department chairs can request that during the class scheduling process. Note that we will keep some rooms not ULC. There are no plans to expand in existing classrooms beyond what is currently being recorded, although ULC will be standard for all new classrooms. In the future, scheduling considerations, such as which departments/courses are opting out, may factor into classroom placement.

6) Is the cost of Mediasite storage dependent on the extent of ULC usage across campus? Our storage needs accommodate this. We have capacity to go up to 60 terabytes of data. Access (streaming) is the energy sink, not the storage needs. It is possible to download recordings, but we don't do that by default – faculty can turn that on. As-is, need to have authenticated access to stream the content, which is by design.

7) Is Mediasite preferable to Zoom?

The recording is higher quality on Mediasite. It is also automated; don't need a laptop to record. Note that Zoom is intended for live remote students; not for recording. Zoom is a good alternative if someone is not in a Mediasite room.

8) Some faculty have expressed concerns about the Intellectual Property rights of ULC-recorded materials. Is it correct that ULC-recorded courses are not by default considered University Sponsored Works, as defined in the [IP Policy](#)?

Faculty own their content. Recordings will not be shared without faculty consent. Other faculty and staff members cannot access the recordings without the faculty member's consent. Recordings cannot be re-shared by students according to the code of conduct. [Note: this specific behavior is not mentioned in the student code of conduct, so we may need to clarify where this policy is written down.]

9) Once a faculty member opts out and receives confirmation for opting out, is it correct that the camera and microphone are turned off for that class time, rather than still being recorded but not sent to the faculty member's Mediasite page?

Correct; camera light indicates that it is getting electricity, not that the camera is recording.

10) What are the plans about expanding ULC beyond the current classrooms? 83 out of 140 currently. No plans to expand except for newly built classroom spaces. There are no current plans to do more retrofitting of old classrooms.

11) What if a faculty member decides not to record one class?

The recordings automatically populate into Mediasite. See documentation details. For each one, the faculty member can make it available in blackboard, or delete it, etc.

APPENDIX B: Standing Committee Reports

1. Awards Committee (Andrew Scott [chair, external member], Sherry Burrell)

The nominations period for the Facultas Award will be open from October 17 to October 31, and the committee will meet on November 10 to select a winner and runner up to recommend to FC. The nominating period for faculty awards will be November 7-21.

2. Academic Policy Committee (Bridget Wadzuk, chair)

APC has looked at a new set of proposed definition for course modalities brought by Randy Weinstein. They will vote on these definitions 10/17.

3. Faculty Rights & Responsibilities Committee (FRRC; Amanda Knecht, chair)

FRRC met and discussed last year's accomplishments and then moved on to the issue of faculty being asked to sign contracts when developing online courses. We followed up with Alice Dailey to learn more about the Content Developer Contracts. The committee also briefly discussed ULC.

The minutes are on Sharepoint https://villanova-my.sharepoint.com/:w:/r/personal/aknecht_villanova_edu/Documents/FRRC_Minutes_09_14_2022.docx?d=w1cea20244d8f4ada9f2aa6f5f7e74edd&csf=1&web=1&e=rjD8LY