Council on Teaching, Learning, and Student Experience (CTLSE)  
Annual Report  
2015-2016  

To the Irvine Divisional Assembly:  
The Council on Teaching, Learning, and Student Experience (CTLSE) respectfully submits its report of activities for the 2015-16 academic year.

I. COUNCIL OPERATIONS  
Stephen Tucker, Professor of Music, chaired the Council on Teaching, Learning, and Student Experience (CTLSE) in 2015-16. The Council met nine times during the academic year. Attending regular CTLSE meetings were thirteen elected faculty members, the Vice Provost for Teaching and Learning and Dean of the Division of Undergraduate Education (DUE), the Chair of the Board on Undergraduate Scholarships, Honors and Financial Aid (BUSHFA), the Librarians Association of the University of California, Irvine (LAUC-I) Representative, the Director of the Teaching, Learning & Technology Center (TLTC), the Director of the Undergraduate Research Opportunities Program (UROP), the Vice Chancellor of Student Affairs, two representatives from the Associated Graduate Students (AGS), and two representatives from the Associated Students of University of California, Irvine (ASUCI).

II. COUNCIL ON TEACHING, LEARNING, AND STUDENT EXPERIENCE ISSUES  
A. DUE Initiatives  
(Meeting date: 10/05/15 & 12/07/15)  
The Council heard a presentation on the changes to the Division of Undergraduate Education (DUE). The Office of Teaching and Learning was established within the Office of the Vice Provost on Teaching and Learning on May 1, 2015 to aid instructors in related manners. Currently the Office of Teaching and Learning is comprised of Media Services, the Center for Instructional Design, and the Center for Engaged Instruction.

A Learning Assistant Program is being piloted in Economics and Political Science, aimed to target large-enrollment science classes to promote pedagogical research. Other projects include the Decade Plus Program pilot, grouping students into learning cohorts, and a reverse Goal Assessment Group where students interview faculty to learn about their expectations of students.

The Council was informed that they would be solicited for feedback on a call letter to be sent Spring Quarter regarding educational pilots. The Council did not receive further updates and will follow-up with DUE in the coming academic year.

B. Center for Engaged Instruction  
(Meeting date: 10/05/15 & 04/04/16)  
Members were presented with an overview of the Center for Engaged Instruction. The Center was originally called the Teaching, Learning, and Technology Center in the Provost’s Office, but was then renamed and moved under DUE. The Center supports faculty through teaching consultations, and offers TA training and development programs.
The Center informed members that TA training conducted during *Welcome Week* will now be mandatory and announced the Certificate of Teaching Excellence program, which provides extended training to UCI graduate students and post-docs.

C. **Canvas Pilot**  
*(Meeting date: 12/07/15)*

The Council was given an overview of the Canvas Pilot that will replace the Electronic Educational Environment (EEE). Starting in Spring 2015, faculty had the option to opt-in to the pilot for their classroom management system. The Spring 2015 pilot received primarily positive results. Members questioned the legitimacy of these results as a large proportion of the reviews came from one school. Members also expressed concern about the transition to Canvas. EEE responded that they will provide the Council with a breakdown of the reviews, and that there will be a significant rollout phase for Canvas in order to ease the transition.

D. **Task Force for Ensuring a Positive Climate for the Campus’s African American Community**  
*(Meeting date: 12/07/15)*

The Council was presented with an update on the implementation efforts by the Task Force for Ensuring a Positive Climate for the Campus’s African American Community. Following demands from the Black Student Union (BSU), the task force was created in January 2015. The task force has seven recommendations that are being implemented by a three-person committee.

A demand by BSU included not referring to incidents of race as isolated or rare; the Committee agreed to not utilize those terms. In terms of Student Affairs, the items of interest are the Rosa Parks Resident Advisor position, a new academic house within the residence halls, and the establishment of a Black Resource Center. The task force reported that the house already existed and a Resident Advisor was hired; the Black Resource Center is in the process of being formed.

Due to the efforts of the task force to implement these recommendations, the campus is starting to see other groups come forward requesting that similar action be taken on their behalf. Student Affairs is working to manage these growing requests.

E. **Celebration of Teaching**  
*(Meeting dates: 12/07/15, 01/04/16, 04/04/16 & 05/02/16)*

The Council was asked to consider and vote on the Celebration of Teaching award policy and nomination requirements. Members considered if creators of commercial products should be eligible for teaching awards, and decided it would be acceptable if the products are in service to UCI students at either no or minimal cost. Regarding letters of nomination, members suggested adding language about word length and notification that incomplete files will not be reviewed. The Council decided award sponsors should not be allowed to submit nominees for their awards due to a possible conflict of interest, and must recuse themselves in any cases of conflict of interest. The Council discussed and decided to continue the Dean’s Honoree awards as part of the Celebration of Teaching.

Council members were asked to review nominations and submit scores. It was noted that this year’s number of nominations was significantly lower than in previous years, partially due to the awards event taking place sooner in the year. The Council was asked
to consider possible modifications to the criteria and review process of the Celebration of Teaching Awards. The council was unable to come to a consensus regarding all issues, and will reconsider these again in Fall 2016.

F. 24 Hour Study Space
(Meeting date: 01/04/16)
The Council was briefed on the Libraries’ December 2015 Finals Week 24-hour study space pilot. Students were provided snacks and small activities. To address trash and safety issues, UCIPD implemented safety patrols. The libraries will continue to monitor student needs to determine the need for regular 24-hour study space. It was suggested to the Council that Gateway could be an additional 24-hour study space option.

G. Campus Safety
(Meeting date: 01/04/16, Memo date: 03/08/16)
New UCIPD Chief Jorge Cisneros discussed his goals and concerns regarding the police department. In his first 90 days, Chief Cisneros examined the relationship between the community and the UCIPD. He plans to create an advisory council populated by diverse members of the community. He shared his goal to improve understanding and communication of issues and concerns among law enforcement and community members through the implementation of community academies.

Members recommended that the UCIPD be proactive and approach the academic units to learn about their concerns and issues, and to communicate classroom emergency protocols. The Council will continue to discuss and forward comments to the Council on Faculty Welfare regarding UCIPD and community relations.

H. UCI Bookstore
(Meeting date: 02/01/16)
The Vice Chancellor and Associate Vice Chancellor of Student Affairs informed the Council that the UCI Bookstore will now be managed by Barnes and Noble.

I. Student Athletes and Policy
(Meeting dates: 03/07/16 & 06/06/16; Memo date: 03/08/16)
The Council evaluated the Coach Guidelines on Contact and Interaction with Faculty, Instructors, and TA’s and the UCI Student-Athlete Independent Study Verification of Enrollment Form due to changes to NCAA regulations in response to student-athlete issues at other institutions. The Council reviewed the two documents and suggested a few grammatical changes which were forwarded to Athletics.

The Council was presented with the annual report on the academic performance of UCI student-athletes. The Council suggested that next year’s report include a breakdown of the number of students per sport. The Council also suggested that there be increased marketing to promote visibility and recognition of student-athletes across campus. The Council will follow-up on the inclusion of the suggested data in the coming year.

J. UCI Libraries Strategic Plan
(Meeting date: 03/07/16)
The Council submitted recommendations to UCI Libraries for inclusion in their strategic plan, including improvements to the library loan services, communication with the Career Center, increasing the number of Subject Librarians for academic assistance, and additional group study spaces. Members also suggested that the Libraries develop a
mandatory library resource tutorial, and programs to promote community engagement and outreach.

K. UCI DREAMers
(Meeting date: 04/04/16, Memo date: 04/05/16)
The DREAMers Coordinator, who works with undocumented, AB540, and immigrant students, informed the Council about the work of her office and UCI’s undocumented student population and needs. There are currently 537 undocumented students on campus, up from 142 undocumented students in 2012. UCI has the second largest population in the UC system. The California DREAM Act provides up to $15,000 in grants and loans for three-quarters, which is not enough to cover housing, book, and transportation costs. The Deferred Action for Childhood Arrivals (DACA) protects undocumented students from deportation. UCI is the only campus in the UC system that does not provide legal services to these students. The office is working to partner with the Law School and Clinic to allow students to travel abroad and return to the U.S. Members were encouraged to take the Ally Training.

The Council will forward a recommendation for continued funding of the DREAMers Coordinator position and additional funding to cover legal service for AB540 students.

L. Student Housing
(Meeting date: 05/05/16)
The Council was updated on Housing initiatives. The Mesa Court Housing, originally planned for double occupancy, now functions primarily as triple and quad rooms. This is due to the large number of students who have asked for housing in the upcoming year exceeding the available space in the housing community. There is a possibility of Middle Earth moving to primarily triple and quad rooms in Fall 2019.

The Council questioned limiting first year students to Middle and Mesa when historically other on-campus housing communities have housed first year students. The Council expressed concern about the triple and quad room occupancies in Mesa Court Housing. Housing is working on a strategic plan anticipated for release in Fall 2016.

M. Transportation Services
(Meeting date: 06/06/16)
The Council was presented with the annual report on transportation initiatives. Faculty inquired about bike safety on campus, and were informed that the number of bicycle safety tickets has dropped in the past year. The Council also noted issues with skateboarders on campus, and careless driver activity at crosswalks and red lights. The Council commended Transportation on implementing student traffic guards at intersections.

III. DIVISIONAL ISSUES

A. Academic Integrity
(Meeting dates: 11/02/15 & 04/04/16, Memo date: 10/19/15)
The Council reviewed the draft Academic Integrity Procedures with revisions made by Student Conduct. The procedures were removed from the policy prior to Divisional Senate Assembly approval on April 23, 2015. The Academic Integrity Procedures changes were unanimously endorsed by the Council.
The Academic Integrity Policy is scheduled for full implementation in Fall 2016. The new Academic Integrity Officer will be in the Office of Student Conduct. The future goal is to expand the position into a separate office once the necessary infrastructure and funding has been acquired. Some Council members served on the search committee for the Academic Integrity position. Holy Hare was introduced as the new Associate Director of Academic Integrity. The Office of Academic Integrity and Student Conduct noted that the goal of the new policy is to be proactive, not reactive.

B. CTLSE Bylaws
(Meeting dates: 1/4/16 & 2/1/16, Memo dates: 02/04/16, 02/22/16 & 03/21/16)
Bylaw 138 changes were drafted to conform to the new Academic Integrity Policy. Changes included renaming the council to Council on Teaching, Learning and Student Experience (CTLSE). The Council approved the bylaw revisions in February. Cabinet and Divisional Senate Assembly approved revisions to Bylaw 138 in February and March 2016, respectively.

C. Online Learning
(Meeting date: 02/01/16, Memo date: 02/25/16)
The Council was asked for suggestions about course and exam scheduling policy issues. The two issues brought to the council were the timeframe for scheduling online course examinations and the provision of a single final exam time for multiple sections of a class. The Council recommended the creation of a task force to look at the final exam scheduling framework, gather information about how other institutions manage these issues, and create a policy.

The Council was informed that some online classes utilize online proctoring services that are paid for by the student, which violates student fee policies. The Council stated that this needs to be resolved and addressed by the Division of Teaching and Learning in the student fees policy. The Council suggested having the online proctoring covered by student fees, or included in a textbook bundle package.

Other issues included instructors being able to request special “active learning” classroom spaces and the limited availability of these spaces. There was also the issue of the UC Policy on course access prohibiting un-enrolled students from having access to course materials. The Council forwarded the request to Cabinet for further review and consultation.

D. College Textbooks
(Meeting date: 03/07/16, Memo date: 04/04/16)
The Council reviewed recommendations to generate a statement about the ethical issues related to textbook assignments and the resulting financial benefits for faculty. The members discussed that while there are possible benefits, the texts selected by course instructors are usually chosen with student’s best interest in mind, and that the instructor’s written text is sometimes the only appropriate option.

The Council recommends that an ethical statement be developed, reminding faculty of the financial burden associated with textbook costs.

E. UCIPD – UCI Community Relations
(Meeting date: 05/02/16 & 06/06/16)
The Council on Faculty Welfare (CFW) solicited the Council’s advice regarding recommendations to improve relations between the UCIPD and the community. CFW noted that complaints have been received about racially motivated negative police-community interactions. CFW plans to assemble a task force to improve relations. The Council suggested that the task force focus on facilitating meaningful dialogue and expand its charge to include strategies for addressing community issues.

The Council and CFW decided to move forward with the idea of joint ad hoc Senate committee populated with CFW and CTLSE members, in addition to other faculty in non-Senate roles.

The Council will follow-up on these efforts in 2016-17.

IV. SYSTEMWIDE ISSUES

A. Proposed Revised Presidential Policy – Sexual Harassment and Sexual Violence
   \textit{(Meeting date: 10/05/15, Memo date: 10/15/15)}
   The Council forwarded their comments on the proposed revisions to the Senate. In their comments, Council members asserted the view that student training regarding sexual harassment should include information regarding the gender-based harassment of professors.

V. NEW AND/OR CONTINUING BUSINESS FOR AY2016-2017

A. Academic Integrity
B. Canvas Pilot
C. Celebration of Teaching Awards
D. Student Housing
E. Student Athletes
F. Online Learning
G. UCIPD-UCI Community Relations

VI. INVITED GUESTS

Ana Miriam Barragan, UCI DREAMers Coordinator – Student Outreach and Retention Center \textit{(Meeting date: 04/04/16)}

Dedra Butler, Assistant Athletic Director – Athletics \textit{(Meeting date: 06/06/16)}

Jorge Cisneros, Chief of Police – UCI Police Department \textit{(Meeting date: 01/04/16)}

Alicia Cornish, Executive Director – Student Housing \textit{(Meeting date: 12/07/15)}

Ron Fleming, Director – Transportation Services \textit{(Meeting date: 06/06/16)}

Jonathan Hammel, Student Athlete – Athletics \textit{(Meeting date: 06/06/16)}

Holly Hare, Associate Director of Academic Integrity, Office of Student Conduct – Student Life & Leadership \textit{(Meeting date: 04/04/16)}

Kelsey Hollis, Manager, Academic Web Technologies – OIT \textit{(Meeting date: 12/07/15)}

Michael Izzi, Director of Intercollegiate Athletics – Athletics \textit{(Meeting date: 06/06/16)}

Craig Longuevan, Director – DUE - Academic Testing Center \textit{(Meeting date: 01/04/16)}

Crystal Rae Lugo-Shearer, Director, Office of Student Conduct – Student Life & Leadership \textit{(Meeting date: 11/02/16 & 04/04/16)}

Nancy Mazmanian, Sr. Manager, Special Projects & Strategic Initiatives – Transportation Services \textit{(Meeting date: 06/06/16)}

Alison Regan, Assistant University Librarian, Public Services – Library \textit{(Meeting date: 01/04/16)}
Paula Smith, Deputy Athletic Director/Senior Woman Administrator – Athletics
(Meeting date: 06/06/16)
David Snow, Professor and Faculty Athletic Representative – Social Sciences
(Meeting date: 06/06/16)
Alan Terricciano, Chair – Academic Senate (Meeting date: 10/05/15)
Briandy Walden, Associate Director, Students and Academic Services – OIT
(Meeting date: 12/07/15)

VII. COUNCIL MEMBERSHIP

Senate Members (voting)
Stephen Tucker, Arts – Chair
Kavita Arora, Biological Sciences (Started 1/4/16)
Lawrence Cahill, Biological Sciences (Ended 10/23/15)
Cynthia Claxton, Humanities
Wayne Hayes, Information and Computer Sciences
Angela Jenks, Social Sciences
Jae Hong Kim, Social Ecology
Cynthia Lakon, Public Health (Winter Quarter)
Renee Link, Physical Sciences
Trilby Robinson-Dorn, Law (Fall and Winter Quarter)
Judith Sandholtz, Education (Fall and Winter Quarter)
Szu-Wen Wang, Engineering
Libby Webber, Business

Ex Officio Members (non-voting)
Michael Dennin, Vice Provost for Teaching and Learning – DUE
Louis DeSipio, Chair – BUSHFA
Thomas Parham, Vice Chancellor – Student Affairs
Rameen Talesh for Thomas Parham, Assistant Vice Chancellor – Student Life & Leadership
James Weatherall, Chair – Campuswide Honors Program Board

Representatives (non-voting)
Jennifer Paz Ledesma, ASUCI (Started 1/21/16)
Zhihong (Elvis) Leng, ASUCI (Ended 1/20/16)
Kevin Ready, AGS
Jorge Rodriguez Arevalo, ASUCI
Laura Uglean Jackson, LAUC-I
Coral Wheeler, AGS

Consultants (non-voting)
De Gallow, Director – Teaching Learning and Technology Center
Said Shokair, Director – Undergraduate Research Opportunities Program

Council Analyst
Charlene Mandau