Faculty Senate
Minutes of the Executive Committee

Presiding: Jill A. Dapremont	**Date:** February 15, 2022

Secretary: R. Jeffrey Thieme

Members Present: Jill A. Dapremont (President), W. Pat Travis (President-Elect), Jeffrey G. Marchetta (Past-President), R. Jeffrey Thieme (Secretary), Mark Sunderman (Parliamentarian), Steven L. Nelson (At-Large), and DeAnna Owens-Mosby (At-Large)

Members Absent: None

Guests: David Kemme (Faculty Trustee), Karen Weddle-West (VP Student Academic Success), Fernandez West (Associate Athletic Director, Academic Services), and Scott Vann (Interim Director of Digital Learning).

The meeting was held on Tuesday, February 15, 2022, via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

01.18.22.01   Call to Order
President Jill Dapremont called the virtual meeting of the Executive Committee (EC) to order with a quorum at 2:30 pm.

01.18.22.02   Approval of Agenda
The agenda was approved as written.

01.18.22.03   Approval of Minutes
(Executive Committee – January 18, 2022)
The minutes of the January 18, 2022, Faculty Senate (FS) Executive Committee meeting were approved as written.

01.18.22.04   President's Report
President's Council Update
President Dapremont reported that the President's Council has not met since the last EC meeting. The next scheduled meeting is April 4 and incoming University President Bill Hardgrave is expected to attend. The EC is scheduled to meet with incoming University President Hardgrave on April 5.

Provost Meeting with the EC
President Dapremont asked if there were any questions from the morning meeting with Provost Tom Nenon. Senator Owens-Mosby wasn't available for the first ten minutes of the meeting and asked what was discussed during that time. President Dapremont responded that faculty search procedures were discussed. Senator Owens-Mosby asked if there was a specific reason for discussion of that topic. President Dapremont stated that it was discussed in the Provost's deans and chairs meeting, so she wanted to discuss it with the EC.

President Dapremont initiated a discussion on the observer role in Canvas and introduced Dr. Karen Weddle-West (VP Student Academic Success). Dr. Weddle-West discussed the institutional history of academic advisors for athletes. She noted that athletic advisors have always been able to interact with faculty and approval for their access to courses began around 2015. Pointing to minutes from two Teaching and Learning Advisory Committee (TLAC) meetings (See Appendix A.1), she noted that access in Desire 2 Learn (D2L) under the auditor role began around 2018. She introduced Fernandez West (Associate Athletic Director, Academic Services) and Scott Vann (Interim Director of Digital Learning). Mr. West spoke to a presentation (See Appendix A.2 and A.3).   The EC decided that the issue should first be addressed by TLAC. Parliamentarian Mark Sunderman is the FS representative on TLAC and will lead efforts in that committee. TLAC is scheduled to meet next on February 15.

Dean's Council Meeting 1.26.2022
President Dapremont reported that Dr. Jasbir Dhaliwal (Executive Vice President for Research and Innovation) discussed sustainability for Carnegie R1 status. She invited him to make a brief presentation on R1 sustainability in the next FS meeting. She reported that deans will make Strategic Resource Investment (SRI) presentations to incoming University President Hardgrave on April 11, 12, 18, and 19. Provost Nenon discussed best practices for faculty searches. COVID updates were discussed. If faculty test positive, they should contact HR. Students testing positive should be referred to the dean of students.

Preparedness Planning Meeting
President Dapremont reported on today's Preparedness Planning Committee meeting. Cases are beginning to decline at the university. Disability Resources for Students (DRS) is asking for voluntary compliance in cases where students are requesting accommodations and students are complying. The university continues to follow CDC recommendations. The COVID testing center will continue through the end of the semester. The university will monitor vaccination demand on campus through spring break and reassess whether it's needed on campus. Currently, appointments for vaccinations on campus are decreasing.

Center for Research in Educational Policy (CREP) 1.6.2022
President Dapremont reported that the administrator survey will end today at midnight. So far, participation is very low and lower than in past years. Cindy Muzzi (Research Associate II, CREP) asked President Dapremont about reasons for the low response rate. President Dapremont speculated that it could be due to changes in administration and/or lack of confidence in the results of the survey being used to improve administrator performance.

ISAC Update
President Dapremont reported that Information Technology Services (ITS) is partnering with Microsoft (MS) to end third party scanning and Mimecast. MS will be scanning instead of Mimecast. Testing will begin in March. During testing, if faculty receive an alert, they will receive guidance. Other groups will follow. ITS hasn't decided on penalties for faculty or staff who click on a phishing email. Initially, there will probably be additional training for those who click on phishing emails. The university will replace the abuse@memphis.edu email reporting system with a phishing alert button in Outlook. General data protection regulations (GDPR) were discussed at the meeting. These efforts are part of compliance issues and are needed for students engaged in study abroad programs. Active Directory (AD) service is widely used for Windows authentication. Chief Information Officer (CIO) Dr. Robert Jackson is recommending that resource access authentication be extended from thirty days to sixty days upon termination of employees.

01.18.22.05   Old Business
Dr. Sara K. Bridges, Ombudsperson
President Dapremont reported that Dr. Sara K. Bridges, Associate Professor, Counsel Education Psych Research, started her term as Ombusdperson on February 1, 2022. A joint statement of introduction was sent on behalf of Faculty Senate and the Provost's Office on February 10. Ombudsperson Bridges will introduce herself at the FS meeting. The FS webpage has been updated and email requests to the Ombudsperson should be sent to ombudsperson@memphis.edu.

01.18.22.06   Reports
President Dapremont reported that Tennessee University Faculty Senators (TUFS) met on January 28. Discussion items included Governor Bill Lee's state of state address, the upcoming state legislature session (affiliation authorization for universities to sponsor veterans and ROTC, name image and likeness (NIL) laws, campus safety, testing flexibility for admissions (ACT/SAT), critical race theory (CRT), and tenure), and a potential joint statement on COVID requirements if there is another surge. The next TUFS will be the spring meeting at Tennessee Tech University in Cookeville TN on April 29 and 30. President-elect Pat Travis will represent the university in that meeting.

01.18.22.07   New Business
Pride and Equity Alliance for Faculty and Staff, Co-Chair Meghan Cullen
President Dapremont reported that Meghan Cullen requested to be placed on the FS agenda to make a presentation on the Pride and Equity Alliance. The EC agreed to place her presentation on the agenda after New Business for ten minutes.

Motion – Motion to Recommend Salary Raise Distribution for FY 2023 – B&FC
President Dapremont reported that the Budget & Finance Committee submitted a motion for the FS agenda. The EC agreed to place it on the agenda in New Business.

Motion - Motion Opening classes to students prior to the first day of Class – Administrative Policies
President Dapremont reported that the Administrative Policies Committee submitted a motion for the FS agenda. The EC agreed to place it on the agenda in New Business.

List of urgent priorities when EC meets with President Hardgrave on 4/5/2022
President Dapremont opened discussion of urgent priorities to discuss with incoming University President Hardgrave on April 5. The EC agreed to three priorities: 1) keep the Senate President on the Presidents Council, 2) address faculty compensation principles, and 3) formation of a university budget committee with FS representation. President Dapremont to discuss FS issues (faculty handbook updates, switch to Canvas, etc.) in the next President's Council meeting ahead of the EC meeting with incoming University President Hardgrave.

The EC reviewed and accepted the FS agenda for February 22.

Faculty Trustee Report, David Kemme
Faculty Trustee David Kemme reported that the Board of Trustees (BoT) had a meeting with all of the Independent Governing Units (IGUs) yesterday morning. The main discussion was about raises for next year. Some of the presidents at other universities (ETSU and MTSU) are looking to form committees outside their faculty senates to provide guidance on raise allocations. Last night, Katie VanLandingham (Chief Government Relations and Policy Officer) sent a report to the Trustees that will be sent to state legislature today. The report is about critical race theory (CRT) and diversity, equity, and inclusion (DEI) issues and was created by someone at the Claremont Institute and a consultant. It's an independent evaluation of DEI efforts and costs at every state university. The report suggests that such efforts are a waste of time and universities shouldn't be engaged in them. There is an effort from IGUs to educate legislatures on DEI issues. They are trying to prevent the legislature from passing laws that would negatively affect our efforts and budget allocations. Also, the BoT is working on the issue of transparency of the university's foundation. Before the next board meeting, they will have a one-day information session that won't be public. Then they will have typical committee meetings, followed by the board meeting as normal. The information session will be like a retreat to discuss issues, but not make any decisions. Some of his priorities for the board are faculty handbook revisions and approval (P&T) and retreat salaries.

01.18.22.08   Announcements
Commencement – May 7
President Dapremont announced that commencement is May 7.

01.18.22.09   Adjourn
The meeting adjourned at 4:32pm.

Appendix
A.1 Minutes from 11/27/2018 and 1/22/2019 TLAC meetings

11/27/2018 TLAC Meeting

TLAC Members

Committee Member	Department Represented	Attendance
Culeta Armstrong	Nursing	P
Roy Bowery	CITL	P
Niki Bray – Chair	Health Studies	P
Peter Bridson	Chemistry	P
Michael Cervetti	FCBE	A
Brannen Varner	Libraries Research	P
Naomi Eichorn	CSD	P
Susan Elswick	Social Science	A
Stephanie Huette	Social Science	A
Daniel Kiel	School of Law	A
Jim Kierulff	Graduate School	P
Daniel Kohn	Engineering Technology	P
Mark Sunderman	Faculty Senate	P
Lorraine Ann Meiners-Lovel	University College	A
Ashley Roach	Libraries Research	P
Amanda Rockinson-Szapkiw	Education	P - Online
Amanda Savage	History	A
Sachiko Terui	Communication	A
Xinhua Yu	Public Health	P
Participating Members of ITS (non-voting)	Department Represented	Attendance
Zelphia Brown	ITS, CTL	P
Hugh Busby	ITS, CTL	P - Online
Derek Hardaway	ITS, CTL	P
Natalie Johnson	ITS, CTL	P
Aaron Smith	ITS, CTL	P
Shundra White	ITS, Facilitator	P
Guests (non-voting)	Department Represented	Attendance
Pat McFadden	World Languages and Literatures	P
Kendra Murphy	Sociology	P
Rachel Scott	Libraries Information Systems	P
Jon Weber	IT Security, ID Mgmt and Compliance	P

P=Present; A=Absent

MEETING AGENDA

A. Call to Order – Niki Bray (Chair)

B. [Review October Meeting Notes](#) - Shundra White

C. Course Email Groups in Office 365 – John Weber

D. About the LMS (eCourseware)

    a. Continuous Release (10.8.7 release notes) – Aaron Smith

    b. Quiz New Layout – Aaron Smith

    c. Auditor and Facilitator Role – Derek Hardaway

    d. Soomo Learning – Webtext Integration – Derek Hardaway

    e. EBSCO Curriculum Builder – Rachel Scott & Brannen Varner

E. Clickers Subcommittee - Shundra White

F. Contract Renewal/Updates

    a. Turnitin – Due November 30, 2018 ($ 51,291.30) - Shundra White

        i. Update on # of papers submitted via Turnitin (Oct. 2017 – Oct2018) and other stats.

    b. Proctor U – Paid on November 6, 2018 ($930.00) – Shundra White

        i. Faculty that use Proctor U: Niki Bray & Patrick McFadden

    c. Camtasia Licensing/fee structure ($17,250 per year for 3 years) –Natalie Johnson

G. Other Topics – (Time Permitted)

    i. **Best Practices in Technology – Shundra White**

        i. Turnitin

        ii. Browser Updates

      ii.   **Website for Supported Software – Shundra White**

      iii.   **How do we relay the information learned in TLAC? – Shundra White**

H. Next Meeting – January 22, 2019

I. Adjournment

01/22/2018 TLAC Meeting

DISCUSSION ITEMS:

A. Call to Order	The meeting was called to order by Niki Bray, Chair.

B. Review October Meeting Notes	Shundra White led the discussion on the 'Review of October Meeting Notes'.
	
	To access the TLAC Meeting Agendas, Minutes, Recommendations, and Newsletter, complete the following steps:
	1. Go to Information Technology Services > ITS Governance > Teaching & Learning Advisory Committee;
	2. Select TLAC Agendas and Minutes and TLAC Recommendations and Newsletters as appropriate. Also, a link to this information is provided in each meeting invitation.
	
	A review of the October 2018 Agenda's items occurred:
	• LMS
	  - Assessment Rubrics
	  - Dropbox Grading
	• New Role Request (Facilitator)
	• Contract Renewals
	• Invoice Payment
	  - Vendor Relationships
	  - Clicker Review
	  - Turnitin Invoice due November 30th (amended from 31st to 30th)
	• Other Topics
	  - Mimecast
	  - Fall 2018 TAF Budget Reduction of $129,600 (represents 3%); another deduction is possible in Spring 2019
	  - Zoom as possible alternative to Blue Jeans
	  - Best Practices in Technology

C. Course Email Groups in Office 365	Jon Weber led the 'Course Groups in Office 365' discussion. There has been a request to **only** allow members of a course email group in Office 365 to send emails to that specific group, which is how the permission was set in the past. The present permission was discussed with ISAC (Information Security Advisory Committee). Since the senders are restricted to members within our email system, the provision was not deemed a security issue;

	however, ISAC felt it would be prudent to gain feedback from TLAC because the matter is within the scope of the Learning Management System (LMS).
	While the current permission has several constructive uses, it could open the door for potential abuse. There have been only two reported incidents of abuse: a student solicited a textbook buy-back and another student sought negative feedback regarding an instructor.
	Any incident of abuse can be stopped by IT with applicable restrictions to the individual group affected.
	It is the recommendation of TLAC to allow the course groups email permission to remain in its current state with the understanding the matter and recommendation could be revisited as warranted.

D. About the LMS (eCourseware)
 	
a. Continuous Release (10.8.7 release notes)
 	
b. Quiz: New Layout
 	
c. Auditor and Facilitator Role
 	
d. Soomo Learning – Webtext Integration
 	
e. EBSCO Curriculum Builder
	Aaron Smith led the '(a) Continuous Release (10.8.7 release notes)' and (b) Quiz: New Layout discussions.
	
	a. Continuous Release (10.8.7)
	
	   1. Dropbox – The navbar, located at the top of the screen in eCourseware, will no longer display when a faculty member enters the **Evaluate Submission** screen, giving more screen real estate for viewing and evaluating a student's submission.
	
	   2. Quizzes – Similarly to the Dropbox, the navbar will no longer appear while a student is taking a quiz. When a student clicks, **Start Quiz**, the navbar will disappear, offering more space on the screen to read and respond to quiz questions.
	
	   3. Content – The new **On Paper and Observed** Dropbox submission types are available to add to the Content page by selecting the **Existing Activities** menu.
	
	   4. Banner Image Titles – The title shown within the banner image at the top of a course homepage can now be changed by selecting the **Customize Banner Text** option in the banner image menu.
	
	   5. My Courses Widget – The My Courses Widget has been updated to add functionality and information to the course tiles. Information will now appear on the tiles as a new status indicator

for Inactive and Closed courses as well as course notifications sorted by tool.

b. Quiz: New Layout

Beginning August, faculty were given the choice to opt-in to the new quiz design when they navigated to the **Add New** button either within a quiz or in the question library. Beginning December 1st, the new quiz layout will be required by the vendor across courses; as such, we strongly encourage you to start working with the new quiz creation experience.

eCourseware has visually redesigned the top four question types (multiple choice, true/false, short answer and written response), as well as sections and question pools (which replaced random sections). The other question type formats will remain unchanged until their respective redesigns are completed.

A few of the key points to note:

- a minimal navbar to eliminate distracting content and alerts;

- commonly used fields occupy the screen without the clutter of optional fields making the page difficult to navigate;

- more advanced functions like feedback, listing, and weights, exist under an options menu;

- question type preferences are retained when you save the question and appear the next time you create that question type;

- the most commonly used html editor features will have their icons listed on short toolbar;

- the preview window panel allows you to see how the question appears on the quiz as you create it;

- question title has become a short description;

- switching question types mid-stream will transfer what is already typed into the text fields of the newly selected question type;

- keep operating system and browser updated to properly display eCourseware content; contact

	your Local Service Providers (LSPs) to update your computer and browser as appropriate.
	During a subsequent discussion, TLAC members expressed the need for students to be kept appraised of their course grade and that eCourseware should display grades by default. Members were advised the matter could be explored in a future meeting.
	During a subsequent discussion, some TLAC members expressed they want to be able to enjoy a more realistic view of what a student sees in eCourseware. Members were advised eCourseware allows faculty to assume the 'Student Role'. This allows Faculty to experience the course as a student would. Members expressed there are some material deficiencies with the 'Student Role' that should be addressed. Members were advised this matter could be explored in a future meeting.
	c. Auditor and Facilitator Role
	Derek Hardaway led the discussion 'Auditor and Facilitator Role'.
	The Auditor Role is currently in production and is being utilized by the Center for Academic Retention and Enrichment Services (CARES) and Athletic Department. It allows the Auditor access to a specific set of selected students' information from the Class Progress tool.
	A few TLAC members expressed concern about anyone not enrolled in or facilitating the courses attempting to interpret the course activities and grading style. Additionally, they wanted to know if they could opt-out of allowing an Auditor in their courses and continue to submit the academic progress reports as requested.
	Shundra White advised the committee, the Provost, the retention team, and other administrators are required to track and report the academic progress of select students for various reasons.
	In response to the query, we will request a representative from CARES to attend the January 2019 meeting to outline their process for student review and answer questions.
	d. Soomo Learning – Webtext Integration
	Kendra Murphy led the 'Soomo Learning – Webtext Integration' discussion.

Murphy has written a sociology textbook and partnered with Soomo Learning to create a webtext that provides useful analytics. There are several instructors who would like to use this webtext in their class and would like for it to be integrated within eCourseware.

Currently, Soomo is being tested for use in the Spring 2019 semester. No issues have been detected. Updates on the status of its integration will be provided as appropriate.

Update: As of 12/10/18, there has been a complication involving the vendor's integration with eCourseware - Learning Tools Interoperability (LTI).

e. EBSCO Curriculum Builder

Rebecca Scott led the 'EBSCO Curriculum Builder' discussion.

Curriculum Builder is an add-on service for EBSCO that allows administrative staff/faculty to include relevant databases, e-books, and other digital resources from the journal and resource databases accessed via EBSCO and place them directly into the online learning environment.

Curriculum Builder allows administrative staff/faculty to review statistics, including which of the university courses and instructors are using the software and the frequency specific journal and articles are reviewed. This data can be useful for determining which subscriptions are most valuable to faculty and students and worth retaining.

The cost for the entire university to use this service is $2000 for the year and is being paid by the Library.

A conference call is scheduled with a peer institution who is currently using EBSCO Curriculum Builder to find out what customizations they recommend as best practices.

There is a small test of select courses scheduled for Spring 2019 and there is a plan to place this service in productions for the later portion of the Spring 2019 semester for all courses to utilize. Updates will be provided as appropriate.

The Library Research department will provide training as appropriate.

E. Clickers Subcommittee	Shundra White led the discussion on the 'Clickers Subcommittee'. Since only one person accepted the invitation and another tentatively to participate on the Clicker Subcommittee, the review has been placed on hold until the FY20.

F. Contract Renewal/Updates
 	
a. Turnitin – Due November 30, 2018 ($ 51,291.30)
    i. Update on # of papers submitted via Turnitin (Oct. 2017 – Oct 2018) and other stats
 	
b. Proctor U – Paid on November 6, 2018 ($930.00)
    i. Faculty that use Proctor U: Niki Bray & Patrick McFadden
 	
c. Camtasia Licensing/Fee Structure ($17,250 per year for 3 years)
	Shundra White led the discussion on 'Contract Renewal/Updates: Turnitin and Proctor U'.
	
	a. Turnitin
	
	The annual invoice for Turnitin of $51,291.30 was paid prior to the November 30, 2018 due date.
	
	    i. From October 2017 – October 2018, 319,017 documents were submitted and was used by 1,719 instructors.
	
	b. Proctor U
	
	The October invoice for Proctor U of $930 was paid on November 6, 2018.
	
	    i. This covered exams in courses taught by Drs. Niki Bray and Patrick McFadden.
	
	c. Camtasia Licensing/Fee Structure
	
	Natalie Johnson led the discussion on 'Camtasia Licensing/Fee Structure discussion'.
	
	The vendor reports to get a 2500 user site license for our faculty is $17,250 per year for 3 years and includes:
	
	• All labs on every campus would have free access to Camtasia (completely free of charge – not counted in number of licenses). Since all computer labs have access to Camtasia (for free), students could use the program in the computer lab setting. Students would not have take-home rights.
	
	• There would be free upgrades for 3 years.
	
	• There would be take home rights for ALL faculty (completely free of charge – not counted in number of licenses). This means any faculty could work on projects at home and have Camtasia installed on their home computers.

	• A single Master Key would be used for deployment. • All users would have access to Camtasia training and the Camtasia Certification program. TLAC was advised if they would like to recommend moving forward with this purchase product, another product (in the budget) must be selected to discontinue. No recommendation was made at this time.

G. Other Topics – (Time Permitted)
   i.   Best Practices in Technology
 	
       a. Turnitin
 	
       b. Browser Updates
 	
  ii.   Website for Supported Software
 	
 iii.   How do we relay the information learned in TLAC?
	Shundra White led the discussion on 'Other Topics'.
	
	i. Best Practices in Technology
	
	      a. Turnitin only accepts certain file types such as MS Word (doc/docx), Adobe-Portable Document Format (PDF), and PowerPoint (PPT). Images (JPEG, JPEG, GIF, etc.) will not be processed and will produce an error message.
	      b. Make sure your computer operating system and browsers current to ensure security and optimal performance. Contact your Local Support Provider (LSP) if you have any questions about your system and/or browser status.
	
	ii. Website for Supported Software
	
	The list of software that is available for installation on university owned computers is available online by visiting **umtech.memphis.edu** > **Solutions** > **Software**. If you want to request installation of software from this list, enter a service request at **umhelpdesk.memphis.edu**, and your LSP will assist you.
	
	iii. How do we relay the information learned in TLAC?
	
	TLAC members relay the information learned by: sending emails to their respective colleagues, presenting information in faculty and staff meetings, and distributing the monthly newsletter.
	
	Emphasis was placed on how important it is to get the information to the faculty.

G. Next Meeting – January 22, 2019	The next meeting will be held January 22, 2019.

J. Adjournment	Niki Bray, Chair adjourned the meeting.

A.2 Presentation materials from Mr. Fernandez West

Canvas Observer

History: CAAS staff has been approved for 'View Only' access of student-athletes in Ecourseware since 2018.

Who We Can See: CAAS staff can only see the student-athletes of the sports that they oversee. List of Student-Athletes and the CAAS counselors that oversee them is sent to IT for them to upload for implementation.

Legality: Student-Athletes Sign a waiver allowing our CAAS staff to track their academic progress via Ecourseware, Canvas, and Academic Progress Reports that I send out through Retain. Form was approved by General Counsel in 2015 but the there is language back in November of 2018 that Ecourseware Auditor Roll was available to CARES and CAAS in 2018.

Information Usage: Grade information gathered from Canvas Observer is used in daily and weekly grade reports that are sent to coaches but more importantly allows CAAS staff the opportunity to intervene early with students who are doing poorly so that additional academic programming can be implemented (study hall, tutors, mentor meetings, etc.)

THE UNIVERSITY OF **MEMPHIS.**

CAAS Student-Athlete Waiver

UNIVERSITY OF MEMPHIS
CENTER FOR ATHLETIC ACADEMIC SERVICES
FERPA Authorization for Access Educational Information

Name (Please Print)

Click to View List

UM   Assigned Advisor

TO: THE UNIVERSITY OF MEMPHIS CENTER FOR ATHLETIC ACADEMIC SERVICES (CAAS) STAFF INCLUDING ONLY FULL-TIME STAFF:

I, the undersigned student athlete, understand that the Family and Educational Rights and Privacy Act (FERPA) generally limits access to my education records. I further understand that the University of Memphis's Acceptable Use policy also restricts the sharing of user access to information technology resources. With this knowledge, I voluntarily and knowingly provide my consent to the following:

Advisor Access to Educational Records
You are hereby authorized and requested to access educational information and records pertaining to my academic status such as course registration information, transcripts, semester and cumulative grade point averages, progress toward degree, NCAA eligibility, and information regarding academic performance and attendance. The purpose of this authorization is to assist CAAS staff, coaches and other personnel within the Department of Athletics in evaluating my academic progress for athletic retention and to assist me in obtaining my academic goals.

Advisor Use of myMemphis and Online Course Management Accounts
In order to facilitate the process, I specifically and expressly grant the assigned CAAS full-time staff member Click to View List (name of individual) the right to access my elearn/ecourseware/mymathlab or other online sites as used by UM faculty for course management for the limited purpose of checking course grades and confirming submission of course assignments. Access to my account shall be limited to viewing only and shall not be used for communication, submission/email of documents, or alteration of any account content. A misuse of this authorization and access could result in employee disciplinary action leading up to termination of employment.

Knowing and Voluntary Consent
I understand that the information covered by this authorization is protected as "education records" by The Family Educational Rights and Privacy Act of 1974. By signing below, I have given my voluntary and knowing consent to this access and review of my educational records. I also have given my consent to access my myMemphis account, elearn/ecourseware/mymathlab or other online sites as used by UM faculty for course management for the limited purpose described herein.

A copy of this authorization shall be considered as effective and valid as the original. This authorization is only valid for the current academic year 2020 - 2021 and may be revoked at any time.

Student-Athlete Signature   Date

Signature of Parent/Guardian if a minor   Date

Created in consultation with UM Legal, Latosha Dexter, 2/25/15

THE UNIVERSITY OF **MEMPHIS.**

!!! Canvas Observers Carnnot

- Comment on announcements or
- Submit assignments or quizzes
- Observer cannot view quizzes and test
- View course rosters
- Send conversation messages to students in the course they are not observing
- View locked files or folders
- Join groups
- View unpublished courses
- Access the Chat tool
- Reserve appointment slots in the Scheduler
- View grade audit trail
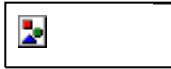
!!! Canvas Observers Can

View and read announcements
View assignments index page
View the calendar
Join conferences, if invited
Join collaborations, if invited
View personal inbox
Send con\ersation messages to instructor and student they are observing
View the dashboard
View and read discussions
View files unless they are locked
View grades, view assignment due dates and comments, and print grades
View modules and see due dates and point values
View pages and contribute if the instructor enables the Anyone can edit it setting
View profile pictures, if available
View syllabus
View outcomes
View quizzes index page

!!! Canvas Observer Can

•Observers can view the same content as the student they are observing unless the content is unpublished or restricted by locked dates.

•Observers can view module content locked by prerequisites or requirements, as module progression is not measured for observers.

•Observers can view assignments even if the student they are observing has not completed them unless the assignments are locked.

•Each instructor can customize the links in the Course Navigation and limit the number of features that students and observers can see. Observers may or may
not see links to certain features.

!!! Canvas Observer

ArTang• By

ENGL-1020-   1llsh (v   Due Date

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ASSIGNMENTS		NIA		
TOTAL		**NIA**	0.00	10.00

!!! Benefits

Professors do not have to fill out the Academic Progress Report that I send via Retain (14.5% response rate as of this morning from 2/4/22).

Due to limited staff and budget, we can monitor more students in detail with less staff.

Can track students academically \1\Vhen they are travelling, injured, or do not require academic commitments.

Allows CMS to track attendance (missed quizzes/assignments)

Information is vital to our job and alerting coaches and intervening quickly is very important.

Early intervention allows more students to pass classes and stay on track to graduate in four years.

CAAS Staff

Fernandez West(pfwest):   Associate Athletic Director, Director of CAAS

Kristin Williams (khenke):   Assistant/>J:hletic Director. Men's Basketball and Baseball

Katie Madamba (cmadamba)Assistant Director, Football- Offense and Special Teams

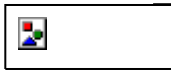Dr. Jessica Thomas (jmthmas7):   Learning Specialist- Men's Tennis; M:lnitors all Sports

Kimi Videto !<.llideto):   AlhleticA::ademic Counselor, Men's & Women's Track & Cross Country, Women's Soccer

K)'1e Wallace !<.wallacej: AlhleticA:::ademic Counselor, FootbaH Defense

M. Jalen Phillips (mjphllps2): Alhletickademic Counselor, Women's Basketball, Softball, Men's & Women's Golf

Jordan Mabile tijmabih):   AlhleticA:::ademic Counselor, Men's Soccer. Rifle, \olleyball, Women's Tennis

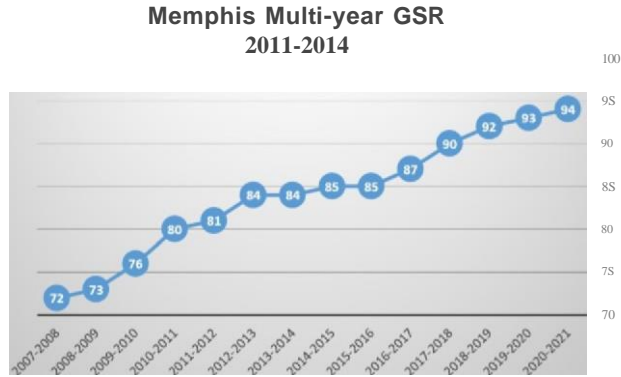Juliann Weidman (jgwidman)Learning Specialist- M:lnitors all Sports

Key Metrics

Center for Athletic Academic Services

University of Memphis Graduation Success Rate

American Athletic	2020-2021
Conference	**4 yearGSR**
Memphis	94
Cincinnati	93
Tulane	93
TEMPLE	93
SMU	89
Wichita State	90
UCF	87
ECU	85
Tulsa	85
USF	85
MSU	87

Memphis Multi-year GSR
2011-2014

Key Metrics

Center for Athletic Academic Services

Memphis Single & Multi-Year APR Scores
2004-2020

-Teams with Single-Year APR
 Score of 1000

- -Teams with Multi-Year APR
 Scores of 1000

16

14

A.3 CAAS Student-Athlete Waiver

Created in consultation with UM Legal, Latosha Dexter, 3/25/15

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UNIVERSITY OF MEMPHIS

CENTER FOR ATHLETIC ACADEMIC SERVICES

FERPA Authorization for Access to Educational Information

</div>

_____

Name (Please Print)

_____

U# _____Sport _____Assigned Advisor

TO: THE UNIVERSITY OF MEMPHIS CENTER FOR ATHLETIC ACADEMIC SERVICES (CAAS) STAFF INCLUDING ONLY FULL-TIME STAFF:

I, the undersigned student athlete, understand that the Family and Educational Rights and Privacy Act (FERPA) generally limits access to my education records. I further understand that the University of Memphis's Acceptable Use policy also restricts the sharing of user access to information technology resources. With this knowledge, I voluntarily and knowingly provide my consent to the following:

Advisor Access to Educational Records

You are hereby authorized and requested to access educational information and records pertaining to my academic status such as course registration information, transcripts, semester and cumulative grade point averages, progress toward degree, NCAA eligibility, and information regarding academic performance and attendance. The purpose of this authorization is to assist CAAS staff, coaches and other personnel within the Department of Athletics in evaluating my academic progress for athletic retention and to assist me in obtaining my academic goals.

Advisor Use of myMemphis and Online Course Management Accounts

In order to facilitate the process, I specifically and expressly grant the assigned CAAS full-time staff member _____ (name of individual) the right to access my elearn/ecourseware/mymathlab or other online sites as used by UM faculty for course management for the limited purpose of checking course grades and confirming submission of course assignments. Access to my account shall be limited to viewing only and shall not be used for communication, submission/email of documents, or alteration of any account content. A misuse of this authorization and access could result in employee disciplinary action leading up to termination of employment.

Knowing and Voluntary Consent

I understand that the information covered by this authorization is protected as "education records" by The Family Educational Rights and Privacy Act of 1974. By signing below, I have given my voluntary and knowing consent to this access and review of my educational records. I also have given my consent to access my myMemphis account, elearn/ecourseware/mymathlab or other online sites as used by UM faculty for course management for the limited purpose described herein.

A copy of this authorization shall be considered as effective and valid as the original. This authorization is only valid for the current academic year _____- _____and may be revoked at any time.

_____ _____

Student-Athlete Signature Date

_____ _____

Signature of Parent/Guardian if a minor Date