

CWAAC Minutes, 11/11/2020

In attendance: Michael Unger, Caroline Brisson, Sarah Carberry, Gilad Cohen, Christina Connor, Tim Haase, Sharon Leathers. Not in attendance: Gurvinder Khaneja, Stacie Taranto.

- CWAAC approved the [October 28, 2020 Minutes](#)
- SAC Chairs Program & School Updates from November 1, 2020 Plan Submissions
- CWAAC discussed recording presentations for assessment
 - CWAAC reviewed and revised the [Recording Presentations](#) memo
 - CWAAC reiterated that instructors can score their own student oral presentations
 - CWAAC agreed that IRB approval is not necessary for traditional assessment activities that are not presented or published outside of Ramapo College. Anyone wishing to publicly present their data at a conference or publish research based on assessment data must gain IRB approval.
 - CWAAC generated a list of questions for Susan Gaulden, which were addressed in follow up meetings and emails with Mike Unger
 - Are release forms required for recording in person presentations? For example, programs may want to record student presentations in-person presentations to facilitate assessment by multiple scorers, instructor review for grading purposes, student self-evaluation, or student peer review. **[Not sure. Release forms are probably necessary, but Susan will check with Mike Tripodi]**
 - Are release forms required when students record their own presentations outside of class settings and share these recordings with the instructor for grading or assessment purposes? **[For assessment purposes, then no with protections from sharing / publish without explicit permission]**
 - CWAAC has three questions about the release form
 - Is there a Fill & Sign PDF / E-signature version? It seems that the waiver has to be printed, filled out, signed, scanned and returned. This might be a barrier to completion, particularly for students without printers or scanners. **[Fill & Sign might come in the future, but it isn't currently available]**
 - Can instructors pre-fill any portions of the release form if presentations are used for assessment? **[Seems ok as long as it is generic information about course sections].**
 - Is there a permanent link for the release form that will automatically include any updates for the release form? **[Not yet]**
 - Is a waiver needed when a faculty member who is not teaching the class joins a *non-recorded* WebEx session for assessment purposes? **[No]**
 - CWAAC has some technical questions assuming that students sign waivers for recorded presentations. Mike Unger will follow up with ITS / Michael Bitz. *Mike Unger is still sorting this out*
 - Can students designated as "hosts" be recorded using WebEx in a way that includes their video, audio, and prepared content such as displayed PowerPoint slides?
 - Will faculty be required to use programs other than WebEx to capture student video, audio and shared content such as PowerPoint?
 - As a general consideration, will students strategically exploit the waiver to justify lack of participation in class? **[This could be a real issue that we'll have to deal with]**
 - CWAAC members will encourage programs to review the existing Senior Presentation Memo & Toolkit to develop their senior presentation including the sample rubrics.
- CWAAC Chair emailed conveners and program directors the senior presentation schedule for review and revision as necessary based on remote operations
- The CWAAC Chair provided an update on entering assessment data into SPOL.
- Meeting adjourned