

Course-Clerkship Administrators Committee

Meeting Notes

Meeting Date: AUGUST 06, 2020 Meeting Time: 12 – 12:30 – Course 12:30 - 1PM - Clerkship		Meeting Location: ZOOM	
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MEETING SCHEDULE			
<ul style="list-style-type: none"> AUGUST 06, 2020 NOVEMBER 5, 2020 	Course	Clerkship	
	Ayala, Justin Bishop-Jodoin, Maryann Elliott, Deborah Eressy, Carly Masoud, Jennifer Nunes, Sonia Pellegrino, Debra Pierce, Tina Santucci, Michelle Schmeidler, Maxine Sweeney, Michael Zollo, Christina	Baril, Jean Burnham, Colleen Colwell, Kristen Graceffa, Sue Holmes, Lois Johns, Madeline Lavergne, Marilyn Leger, Deb Morrissey, Karen Rayla, Karen Schmeidler, Maxine	Smith, Benjamin Snell, Cindy Sulyma, Rebecca Vigeant, Christine OTHER Delaney, Andrea (IT) Fischer, Melissa (OUME) Roll, Stephen (IT) Welker, Jean (OUME) Yalamanchili, Abhi (IT) GUESTS

Item #	Presenter	Comments/Meeting Notes
1	Katrina Durham	<p>Accommodations for Hard of Hearing FOM1 student – questions</p> <p>Brief introduction of Katrina Durham, Director of Student/Learner and Employee Accommodation Services followed by the following tips for success with accommodations for hard of hearing students.</p> <ul style="list-style-type: none"> Ensure that faculty are speaking clearly, always facing the camera or audience, and minimize background noise (A/C, lights, etc.) Have faculty repeat student-asked questions into the microphone for maximum volume Consideration to purchase masks with clear windows for small groups with students hard of hearing, so that they can see people's lips

Item #	Presenter	Comments/Meeting Notes
2	Melissa Fischer	<p data-bbox="359 103 674 131">Zoom Support for Courses</p> <p data-bbox="359 175 1990 240">The lectures as planned so far this year are all going to be virtual. Many of the small groups going to be virtual, some of them are going to be face to face and they are requiring more Zoom support.</p> <p data-bbox="359 284 1990 381">The course administrators have spent a lot of time working with IT and AV and we know that there will continue to be adjustments but as of now each course administrator is being invited to a Zoom workshop. You will be invited to this workshop in sequence of when your course or courses are starting in order to learn some basic Zoom skills.</p> <p data-bbox="359 425 1959 560">Broadly speaking, the administrative support is to set up the Zoom meetings, to meet the faculty member 10 or 15 minutes before the lecture starts, make sure that the faculty member has their slides and is ready to go. Make them a Co-Host so that they can share and advance their slides, remind them of a few key concepts in doing Zoom education – i.e. reminding them to check the chat, to check the raise your hand feature, and setting up the recording.</p> <p data-bbox="359 604 1990 771">We have developed a plan by which we have a rotating set of laptops that we are going to lend out to courses to keep for the whole semester for your course. The goal is for you to be able to record the Zoom sessions on that laptop so that you are not tying up your desktop or laptop or whatever you use for the bulk of your work, and then be able to upload from that laptop to Blackboard more easily. We recommend that you work with Jean Welker. She is managing the laptop process – the goal is to get the laptop a few days before you need it so that you can get familiar with it, understand what its quirks are, etc.</p> <p data-bbox="359 815 2011 880">We recognize that this is a new role for each of you. We recognize that it is an additional role for each of you and Anne Larkin did reach out to all of your chairs to let them know that this is in expanded need given our use of Zoom and our need to be virtual.</p> <p data-bbox="359 924 2001 1091">We also have identified about 6 - 7 people within iCELS who were training early next week to do this kind of course support, and they will be available to help if you have particularly busy times. For example, if you have lots of back-to-back sessions and can't manage them all at once, or if you have a lot of small groups and need some additional boots on the ground or help managing face to face or virtual small groups. As soon as they are trained, we will let you know. We have asked that people identify those crunch points in your own course schedule and follow up to be sure that we are getting those in so that we know when you are going to need that additional support.</p> <p data-bbox="359 1135 2001 1339">IT or AV are going to join you for your first couple of sessions and then as those of you who are actively supporting a course know, that is going to end. Now IT is inviting you to an Office 365 team group and that team group is one that they monitor continually. So, if you have any issues with technology that you cannot address on the fly with the training that you have gotten, we have seen this working already. It is actually active and a great way to get real-time help. You put a message into the team. I went through this when I was working with Deb and Tina on some of their support and they tested it out by putting a message in the team – “hey I'm just testing”, and pretty much instantly got a response.</p>

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3	Melissa Fischer	Faculty Outreach <ul style="list-style-type: none">• Remind faculty to add a pause/question slide periodically in Zoom lecture slide decks to allow more interactive discussion from students• Remind faculty to check the chat• Potential to add these over-arching points to the FOM1/2 meeting agendas as a monthly reminder on process
4	Group	Feedback on first days of the year General discussion of questions, answers for which are addressed in the other areas of the notes.