Call to Order (3:00 p.m.) in Library 237

Welcome to visitors

- Dr. Angela Simmons- moved and seconded/voted to address Faculty Senate.

Quorum established.

Approval of the Minutes of October 4th, 2019 meeting- approved with correction of “agenda” title in the header to “minutes”

Administrative Reports:

- Report from the Chancellor:
  - Introduced Dr. Simmons
  - Just returned from SACS
    - Reaffirmed
    - Monitoring report focused on student learning outcomes due in June
    - Events around hiring of USC president – investigated. Did not put on sanctions, but required 12 month monitoring report. Asked for a special committee to visit
    - Highlights of SACS
      - Presentation focused on experiential learning and the importance of students being able to find their way into the workforce after graduation.
      - Speaker focused on upcoming demographics of incoming students; mental health, student needs, suicide, etc. Dr. Panu will share copy of presentation when available.
      - Institution growth - two critical issues: student retention and student recruitment; still working on getting help with recruitment
      - Retention: continue to make gains in the retention of students. Role of instruction changing away from stand and deliver instruction
        - Requires mentoring, guiding, facilitating retention; moving away from focus on instructional remediation
        - Remediation has only 8% success rate
        - Columbia (NY) study and found the 8% were able to be successful because:
          - Common thread: somebody believed in them and provided support.
          - Important to consider because of the wave of diversity that continues to come
• **Report of the Executive Vice-Chancellor for Academic Affairs**

 **Dr. Skipper** – unable to be at meeting; submitted the following report:

• Early this week I was at the SACSCOC conference in Houston. The theme was “A New Moonshot: A Giant Leap for Education.” General Session Speaker Jeffrey Selingo, *Washington Post* columnist and author, talked about the future of higher education. Among the themes discussed were GenZ, organizational redesign, and “learning how to learn.”

• **GenZ** (born 1995 or after) - They value the credential b/c it equates to job. They grew up during the great recession and want to see value. They don’t want to be stuck with loans of previous generation (millennials). Services (academic, career, and mental health) are more important to them than amenities. 59% of GenZ say YouTube is #1 preferred learning method. 60% of millennials say textbooks are preferred learning method.

• **Higher ed redesign** – What will a Georgia Tech education might look like in 20 years? Atrium concept, i.e. a mixture of spaces and learning modalities. Apple store for lifelong learners. Many universities offer the whole meal, when the learner only wants the appetizer or entrée. Look at the success of Khan Academy, Coursera, edX, Code Academy, Treehouse, etc. Today’s students often want the course that gets them the job they want next week, not in two years. Amazon and Google are spending millions on building their own learning platforms. The next thing is they will likely begin to offer these services to other companies. (Think Google U, and Amazon U.) Few jobs are packaged anymore under the literal college major anymore. Now seniors when they graduate are finding that they’ve not heard of most new jobs.

• **Learners, not students** - Employers feel they need to call out universities on the fundamental skills students are not getting. We must think of students as learners and not students. Students need to “learn how to learn.” We have to meet learners where they are. Can no longer separate traditional from non-traditional. Often the 18 year old has same goals as the 52 year old. We have to design a higher education for all learners so learners can navigate the ambiguity of the new job market. We have to create colleges for the lifelong learner. We have to build structures that don’t exist today.

• Our Academic Master Plan (mapped and implemented through the Strategic Plan) addresses much of this. There is much work to do:

  **Strategic Plan Implementation subgroups** – I’ve had the pleasure of meeting with many of the subgroups to discuss the updated Strategic Plan. These groups are doing tremendous work championing and charting the progress of the eleven Objectives. With proposed changes that are part of the Strategic Plan, we also have to determine those recommendations that are not part of the current Plan: Center for Student Research, Center for Community Engagement, Office for Nationally Competitive Scholarships, etc.

  **Center for Teaching & Learning** – Dr. Marlowe and I convened a group of faculty on 11/25 to discuss related activities and topics such as retention, first-year teaching,
teaching best-practices programming, classroom observations, new faculty orientation, etc.

**Summer teaching** – We will increase marginally our offerings this year, in anticipation of more on-campus residents. We are working with the HHI hospitality industry by offering more housing for college students working on the island. Also, we will incentivize USCB students to remain on campus this summer with housing discount.

**General Education** – Swati DeBroy is leading. The Gen Ed team met on Dec. 3. The AMP team has offered recommendations. We need a streamlined, intentional Gen Ed in order to make room for minors, dual degrees, and courses that students want to take because they’re interested in the subject matter. We need a GE that is less prescriptive and gives students more nimbleness. We need to be mindful (always) of increasing retention and facilitating transfer.

**Non-traditional students** – We will begin offering evening classes in Beaufort in fall 2020. We anticipate this will provide greater flexibility for current students and offer opportunities for area non-traditional students, including military. One of the recommendations from the Academic Master Plan is to increase programs and delivery to support non-traditional students.

**General Education online** – We have created the courses. Now we have to offer them in a planned way so students have an efficient path for completion.

**Honors** - In order to allow the Honors Steering Committee to shape more details regarding the Honors experience, curricula and campus transition, we will not conduct an Honors Director search this year. Honors applications are up over this time last year.

**Promotion & Tenure** – Bruce Marlowe is leading the process this year and as part of that is offering orientation/ workshops to faculty who will be “going up.” The deans have taken the role of seeking outside review letters, and that has been a great help.

**Retention** - We have been flat in enrollment, thus no new positions. We are showing flat again for next year. We must be resourceful. The good work of retention remains the most important work we do. Know your students, care about them. Relationships are very important. We need our very best faculty in our first-year courses. It is students’ most volatile and challenging year. It is the year when they are most impressionable.

**Dr. Alvarez requested Dr. Dudas to report on Campus Labs**

- Chalk and Wire (product of Campus Labs)
- Being implemented as pilot in the Spring 2020
- Idea is to collect data campus wide for the IE-OA reports
- Dr. Cohen asked if this is in addition to CIVITAS.
  - Separate measurements
- Dr. Cohen asked the cost
- Approximately $14 per year per student
  - Question – is this an eportfolio platform – yes.
  - DUO authentication
  - May be integrated into Blackboard
  - Dr. Dudas gave background
    - Bid to nursing
    - After SACs visit, changed to campus wide to monitor SLOs
  - Dr. Panu – serves on board of SACS for the state; most institutions using some type of student monitoring system
  - Dr. Cohen – does Civitas have a program similar that would do the same thing
    - Dr. Panu- Civitas is learning analytics, not collection of student learning data
    - Dr. Dudas- already have some Campus Lab products on campus, so price is reduced
- Dr. Alvarez speaking on behalf of Dr. Skipper and Lori Vargo
  - Lori sent video demonstrating changes in Blackboard
  - Distribute to students
  - Faculty handbook has new requirements for syllabi.

Committee Reports:
Academic Steering Committee
Dr. Erin McCoy – No Report

Courses and Curricula Committee
- Dr. Brett Borton – The Courses and Curricula Committee met on Nov. 1, 2019 and Nov. 22, 2019 at 2:30 p.m. in LIBR 243. Dr. Borton reminded the all new forms are on the C3 page and required for submitting to C3. The committee reviewed and approved the following proposals:

New Program Proposals
Nursing and Health Professions • Proposed minor in Nutrition

New Course Proposals
Education • EDRD B433 – Instructional Strategies for Elementary Teachers • EDCI B201 – Teacher Cadet II

English, Theatre and Interdisciplinary Studies • THEA B382 – Theater for Young Audiences
Course Change Proposals

Computer Science • CSCI/ISAT B437 -- Information Technology Project Management ➢ Prerequisite change.

Education • EDRD B430 -- Instructional Strategies in Literacy for Early Childhood and Elementary Teachers ➢Title and course description change.

English, Theatre and Interdisciplinary Studies • IDST B250 -- Interdisciplinary Studies Internship ➢Course description change.

Hospitality Management • HRTM B222 -- Hospitality Accounting II ➢Title and course description change.

Nursing and Health Professions • NURS B350 – The Science of Evidence-Based Practice ➢Substantive revisions to course description, SLOs.

• NURS B412 – Care of Individuals with Mental and Addictive Disorders ➢Substantive revisions to course description, credit hours, SLOs.

Natural Sciences • BIOL B244 – Human Anatomy and Physiology II ➢Removal of prerequisites/co-requisites

  o Dr. Mac James: Question- clarify the purpose of including the dean’s signature on course/program proposals; Dr. Staton- perfunctory completion of chain of command; Dr. Mac James concerned that this can allow deans to stop program/course. Dr. Alvarez- when original forms developed, there were not deans of the schools, but now with deans, this allows them a place in the process.

Next C3 Meeting: Friday, January 24, 2020 2:30 p.m. LIB 243

Faculty Development Committee

• Prof. Angell – The Faculty Development Committee met on Monday November 18th for a final review of funding applications. Dr. Skipper visited briefly at the beginning of this meeting to strongly recommend that our process be competitive and without distinction between pre-tenure and tenured faculty.

• The Committee’s allocation for this academic year is $25,000. Funding requests received by October 15th totaled $37,706.00, and of this, $13,475.00 was awarded.

• There will be another Request for Submissions for funding due January 31, 2020.

• In the next academic year, there will be a single November deadline for all funding.
• The FDC met today, Friday December 13th, to discuss faculty development activities such as Brown Bags, and to further discuss the process by which applications for funding are reviewed and funding is awarded.

• Our Committee invites and welcomes your feedback and ideas about the types of faculty development activities you would like us to pursue. Please contact us with your suggestions!

• (Joanna Angell, Chesanny Butler, Deb Cohan, Xuwei Liang, and Lukasz Pawelek)

**Question posed by Dr. Alvarez:** asked the make-up of the requests – the presenters or attendees; Professor Angell will seek clarification and share.

• Recipients have been notified.

**Faculty Grievance Committee**

• **Dr. Griesse** – Has met and will be hearing a grievance at the beginning of the Spring semester.

**Faculty Library Committee**

• **Dr. Canada** – The Faculty Library Committee recently voted to work with the USCB Libraries staff to investigate the possibility of obtaining a USCB campus subscription to Kanopy and potentially other alternative streaming media services suitable for classroom use (including Palmetto College). Discussions are currently ongoing.

**Faculty Manual Review Committee**

• **Dr. Hoffer** – (Dr. Violette read the report to the FS) The Faculty Manual Review Committee met on Wednesday, November 13th and Thursday, December 12th. We have been working on 1) finalizing existing proposed revisions for dissemination among the faculty, 2) discussing the recommendations made to us by the Grievance Committee, and 3) reviewing our notes in preparation for turning our full attention to sections pertaining to promotion & tenure in the spring semester.

**Faculty Welfare Committee**

• **Dr. George Pate** – Note: the report below contains many of the same items and much of the same language as our report for the cancelled faculty senate meeting scheduled for November 11 (original moved to Appendix). We were unable to have a regular meeting of the full committee in the interim, and we wanted to address some of this before the whole body. Additionally, we have collaborated electronically on the last item below.

• Pro-rated pay for faculty teaching summer classes
  o We’ve researched policies at other universities, looked at the numbers for our own summer enrollments, and spoken to several people in the faculty and the administration. We still hope to have a report and recommendations ready for the faculty to review by the time of the first faculty senate in the spring.

• Faculty/Staff parking
  o We are ready to administer a survey to assess faculty parking needs at various times of day around the Bluffton campus to give us a better idea of what the needs
actually are. Information for completing the survey will be distributed in January, so we hope everyone will participate. We will continue to work on this issue and share when we have more to report.

- Teaching Overloads
  
  Faculty Grievance committee brought an issue to our attention regarding faculty being asked to teach overloads without their consent. As we continue to explore this issue, and in the interest of fulfilling our charge to “recommend… the enforcement of existing policy… [and] comment upon proposed university action affecting faculty welfare” as laid out in the faculty manual, we feel it prudent to remind everyone that, according to the manual, overloads beyond the normal 12 hours per semester are “highly undesirable,” and that

  Overloads are not permitted except in emergency situations. In such cases, the following actions should occur: the department chair must first ascertain that no part-time faculty members are available to teach the course and that it is not practical for the faculty member to teach an “underload” the following regular academic semester. Once a faculty member accepts the overload, compensation received shall be equivalent to summer pay per credit hour for full-time faculty. A faculty member may refuse a request to teach an overload. Such a refusal shall not be considered in any merit or performance evaluation (e.g., promotion and tenure, merit raises, etc.)

- Two other issues have been brought to our attention. First is a report by a faculty member regarding the gender disparity in leadership and administration positions beyond the program coordinator level. We are looking into it and carefully considering potential recommendations for remediation. Another issue, concerning the ways teaching loads are defined and counted, is under our consideration, but we are not yet prepared to comment on it.
  
  - Question: does this include overrides (more students than course cap)? Does not include independent study or over capacity class. Needs further clarification
  
  - Question from Dr. Cohen- clarification on Dr. Violette’s question.

Promotion and Tenure Committee

- Dr. Bruce Marlowe –

  The P&T Committee will conduct its post-tenure reviews in early spring 2020. It has completed most of its reviews of faculty seeking tenure and promotion to Associate Professor, and most of its reviews of faculty seeking promotion to Professor; both of these latter reviews will be completed upon receipt of additional external review letters.

  There continue to be significant difficulties with the P&T process. I urge the Faculty Manual committee to bring forward a slate of suggested changes before the Faculty Senate as early as is possible so that these issues can be rectified.
QEP Committee (Ad Hoc)

- Dr. Roberts & Dr. Sawyer –
  - Faculty Fellow applications are due now if you are teaching a new Students Connected course for the spring 2020 semester. If you are a continuing Faculty Fellow and will be teaching the same course again, please complete and submit the Faculty Fellow agreement (posted on the Blackboard site).
  - Friday, November 15 at 12pm in Library 267: Interest Session for Community-Partnered courses – Join us to find out about upcoming opportunities for community-partnered courses or share your ideas for a class that could be partnered with a local organization (current topic requests in the attached flier).
  - Our first group of Graduation with Leadership Distinction in Community Engagement graduates will be completing their coursework in spring 2020. We have reached out to these students directly, but if you know of an advisee who has previously taken (or is currently completing) Foundation, Traditional Experiential, and Community-Partnered Students Connected courses, make sure they register for UNIV 401 (GLDCE Capstone).

- Question: way to determine which courses are Students’ Connected. Yes. Fall will be more explicit.

Student Research and Scholarship Day Committee (Ad Hoc)

- Dr. Cavanagh & Dr. Hammond: Event to take place on April 20th, 2020. Additional information to come.

Committee for Academic Integrity (Ad Hoc)

- Dr. Lisa Ciresi: Update to be provided. Faculty survey distribute and discuss. Online form to report Academic Misconduct is in progress. https://cm.maxient.com/reportingform.php?UnivofSCBeaufort&layout_id=10. Additionally, a survey on Academic Misconduct will be distributed online and in hard copy so all faculty, including adjuncts who do not attend Senate, may participate.
  - Complete and return to Dr. Ciresi today or in Library mail room; collecting until the end of January; results will be shared with faculty, and form will become available
  - If you have a case, use paper form for now.
  - Dr. Dudas: How will adjuncts have access to this? Send to all adjuncts through Twyla.

International Programs

- Dr. Alvarez-IPC chair:
  One student in HZ now and one student in Hospitality Management to leave for HZ in Spring
  Eight or nine students in Hospitality Management coming here from India in the fall
  We also remind everyone that for your yearly IEOA reports, you may be asked to discuss your area activities regarding our strategic plan goal/value on culture and diversity. Your discipline participation in this campus-wide event can help with reporting & assessment.
IPC Subcommittee Reports:

- **Internationalization Subcommittee: Dr. Volkan Sevim, Chair**
    - 120 participants
    - Will repeat event next year
    - Continue to send Dr. Sevim pictures of self abroad throughout the year.

- **Fulbright & International Opportunities (FIO) – Dr. Alyssa Mayer**
  - Fulbright & International Opportunities: no report

- **Study Abroad: Dr. Chesanny Butler – IPC Report to Faculty Senate**
  - Working to develop new manual for faculty and students and handbook explaining study abroad
  - Strategy is to use Orgsync to make opportunities known to students and collect data
  - 11 students interested in going on trip to Peru in May

**Unfinished Business**

- None.

**New Business**

- Vote on C3 items. Re: C3 Report
  - Vote to approve minor in nutrition.
  - Moved to consider all course proposals at once; second; approved.
    - Dr. Violette – asked how PUBH B242 different from the one in hospitality. Dr. Dudas stated will be cross listed and taught by the same faculty

- Dr. Dudas – Campus Labs (assessment)
  - See earlier notes.

- Lori Vargo – Blackboard Ultra
  - See earlier notes.

**For the Good of the Order & Announcements**

- **Dr. Sarah Swofford:** USCB’s Write-In was a great success! We joined with more than 70 colleges and universities around the world to celebrate writing and to help students see first-hand the power and possibility of writing in community. We had 122 students at the Write-In on the Bluffton campus, and 20 students at the (first) Write-In on the Beaufort campus. The Writing Center tutors report that the atmosphere was abuzz with intellectual energy, and they’re already eagerly planning next semester’s Write-In. Thank you all for advertising this event with your students and supporting the Writing Center!
• Students came early and stayed the entire time.
• Looking forward to repeat in the Spring.
• Beaufort campus event was held before thanksgiving and attendees also came to the Bluffton event

• **Dr. Summer Roberts:** Gerontology Instruction Inquiry
  - Checking to ensure accounting for all courses that include topics related to gerontology certificate
  - If you are teaching a course that has a gerontology component, follow up with Dr. Roberts.

• **Mac James (Chair of Honors Steering Committee):** Honors Programs Come to USCB Bluffton Campus
  - Honors program proposal presented and approved 2017. (See proposal in Faculty Senate Blackboard)
    - 18 credit hours in Honors designated courses to earn “Honors” on diploma
    - Contract system: set up a contract that includes additional work they will do during the course of the semester; if they (students) meet the contract, course will earn honors credit for them; must also earn B
      - Comment made on low GPA of 3.0 compared to other institutions with current average GPA is 3.1 at USCB
    - Expecting over 50 honors students in the Fall
    - Still working on details for Bluffton campus application
    - Will be the possibility for students to apply for honors on Bluffton campus
    - Dr. Alvarez: application process; call for applicants in the Fall from existing students; hoping for 20 – 30 students; those students who are onboarding will not receive scholarship funds; only those who started as freshmen in Honors will receive scholarship
      - Question about number of Honors programs – all Honors are now under this one program; only one program
    - Dr. Staton: Nursing and Biology were first to create; also general Honors students; all the same Honors program
    - Proposal displayed – question about process; Dr. James explained process.
    - Hope to report further in January after wrapping up details in December.

• **Dr. Najmah Thomas** would like to remind everyone about USCB's African American History Month series. Thank you so much for your service to the Faculty Senate! Please encourage students to attend events.
  - Next year's USCB African American History Month series theme is **Eyes on the Prize: 2020 Vision.** Faculty members, as you are planning your spring course
syllabi, please consider a note encouraging your students to participate in one or more of these events (sign-in sheets will be made available for each event):

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Event Description &amp; Location</th>
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<tbody>
<tr>
<td>1/20/2020 (Monday); 11am – 2pm</td>
<td>Dr. MLK Day of Service – Voter Registration Drive; Campus Center Room 105, Bluffton</td>
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<tr>
<td>2/1 (Saturday) 12:55pm</td>
<td>The Gershwin’s Porgy &amp; Bess; USCB Center for the Arts Auditorium, Beaufort ($20 / $10.00 students)</td>
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<tr>
<td>2/4 (Tuesday) 5-7pm</td>
<td>Opening Reception - Eyes on the Prize documentary screening &amp; discussion; Hargray Lobby, Bluffton</td>
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<tr>
<td>2/6 (Thursday) 5-7pm</td>
<td>Eyes on the Prize Documentary &amp; Discussion; Center for the Arts Auditorium, Beaufort</td>
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<tr>
<td>2/8 (Saturday) 6-8pm</td>
<td>Orangeburg Massacre Documentary, Discussion &amp; Candlelight Vigil; Center for the Arts Auditorium, Beaufort</td>
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<tr>
<td>2/10 (Monday) $7.00</td>
<td>Movie Night &amp; Discussion Panel: The Best of Enemies; Center for the Arts Auditorium, Beaufort</td>
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<tr>
<td>2/12 (Wednesday) 5-7pm</td>
<td>Coming Full Circle: From Jim Crow to Journalism - Book Talk with author Wanda Lloyd; Library Room 237, Bluffton</td>
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<tr>
<td>2/13 (Thursday) 5-7pm</td>
<td>Healthy People 2030 Panel: Social Justice in Healthcare; OLLI Room 103, Hilton Head</td>
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<tr>
<td>2/20 (Thursday) 5-7pm</td>
<td>Student Panel Discussion: Voting Rights, Responsibilities, and Political Power; Campus Center Room 105</td>
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<tr>
<td>2/21 (Friday) 5-8pm</td>
<td>Hilton Head Island’s Gullah Celebration – Gullah Music Series Featuring the Voices of El Shaddai (Off Campus Event – Queen Chapel AME Church; USCB Van Reservations Available)</td>
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<tr>
<td>2/26 (Wednesday) 6-8pm</td>
<td>The Divine 9 and the College Experience: Panel Discussion &amp; Service Activity; Campus Center Room 105</td>
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<tr>
<td>2/27 (Thursday) 5-midnight</td>
<td>Closing Reception &amp; Harlem Renaissance Freedom Ball; Campus Center Room 105</td>
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- Holiday party on Wed., Dec. 18th. Please RSVP.
- Dr. Alvarez/Dr. Erdei- increasing student end of the semester feedback.
  - Dr. Erdei – 70% response rate; treats course evaluation like a survey; set expectation for completion of survey in order to help educators improve practice; included changes suggested by students; doesn’t round up; possible 5 extra points;
    - does offer small extra credit for completion of course evaluation
    - suggestions for improvement of course that can be implemented
    - tell things that work for you (should keep)
    - complete in at least one other course
    - Complete all – five points extra
    - Documented through check box “quiz” in Bb. Trust students to be honest. Screen shot of completion email.
Adjournment
Appendix: Text removed from 11/13/19 Faculty Senate meeting

Faculty Welfare Committee – The Faculty Welfare Committee met once since last faculty senate. This meeting was held on October 28, 2019. We discussed the following items:

- Pro-rated pay for faculty teaching summer classes
  - We’ve researched policies at other universities, looked at the numbers for our own summer enrollments, and spoken to several people in the faculty and the administration. We are hoping to have a report and recommendations ready for the faculty to review by the time of the first faculty senate in the spring.

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  - We are in the process of sending out a survey to assess faculty parking needs at various times of day around the Bluffton campus to give us a better idea of what the needs actually are. Information for completing the survey will be distributed next week, so we hope everyone will participate. We will continue to work on this issue and share when we have more to report.

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    - A faculty member may refuse a request to teach an overload. Such a refusal shall not be considered in any merit or performance evaluation (e.g., promotion and tenure, merit raises, etc.)

Two other issues have been brought to our attention, but as we have not yet had the opportunity to discuss them as a committee, we are not prepared to comment on them at this time.

Faculty Development Committee

The Faculty Development Committee met on Friday November 1st and Friday November 8th to review submissions for funding. Submissions are still under review and we hope to conclude the process as soon as possible.
There will be another Request for Submissions for funding in January 2020. We will announce the exact deadline soon, and the same form will be required for submission. (Hint: Get writing!)

We are considering a change to this structure in the next academic year to a single November deadline for all funding.

We plan to restart Brown Bag presentations in the Spring and welcome your ideas for presentations!

(Joanna Angell, Chesanny Butler, Deb Cohan, Xuwei Liang, and Lukasz Pawelek)

**Dr. Babet Alvarez:** Student course evaluations: In a few weeks, our students will receive course evaluation emails from IER. Our institutional average participation rate is between 30 and 40%. At the Blackboard open house of Ron Erdei he showed how he gives minimal bonus points for participation—his 3 semester response rate average is 70% - close to double the USCB average. It is automatic and students get the points after responding to BB questions. In my classes I ask students to submit screenshots (see below). Please consider this.