

UNC Teaching and Learning with Technology Collaborative  
**Projects and Timelines, March-June, 2000**

**Initial efforts will focus on communications and relationship building:**

- Advertise the TLT Collaborative and its services
- Populate the Web Portal
- Celebrate campus TLT programs and initiatives
- Host professional events and vendor presentations
- Provide startup grants that encourage collaboration
- Conduct initial surveys and needs evaluations
- Develop key relationships within UNC, with DPI and NCCCS, with key regional, national and global organizations
- Manage initial expectations

**The following projects have been defined, time-lined, and budgeted, for Spring 2000:**

**Startup Projects:**

- Office renovation, equipment purchasing
- Staffing, staff organization and project management

**Governance :**

- Formalize Board, officers, by-laws
- Schedule Board meetings
- Produce annual reports.

**Communications and relationship-building:**

- Establish relationships and communications with administrative, targeted individuals, peer communities and strategic partners within UNC, with State government, DPI, NCCCS, and with regional, national and global organizations.
- Publicize startup of the Collaborative
- Develop and implement communications and PR mechanisms.

**Portal Projects:**

- Design and develop the Portal and content
- Work with DPI and NCCCS towards achieving a common Portal

**Events:**

- TLT Retreat
- Faculty Assembly Forum on Instructional Technology
- Service Provider Presentation Series

**Collaborative Grants and TLT Project Funding Initiatives:**

- Collaborative TLT Projects, Spring 2000
- Populate Portal with resources & best practices related to TLT-related resource development
- Research and develop resource opportunities for the Collaborative

**Other Projects**

- Assistive and Adaptive Technologies Initiative

## Startup Projects

Office Renovation	
First offices at Park Offices come available	3/13/2000
Carpeting and Painting work completed	4/30/2000
Other renovation work completed (doors, etc)	4/30/2000
Signs, etc.	4/15/2000
Renovation completed, all offices available	4/15/2000
All major Office Equipment Purchases/installed	4/30/2000
Initiate Staff Hiring	3/13/2000
Staff begin to move in	3/20/2000
Initiate EPA position creation and hiring process	4/15/2000

## Governance

Collaborative Board Meeting	3/17/2000
Formalize the Board and Officers	
Identify non-voting Board members	
Approve Projects/Budget	
Review/Approve Spring 2000 Grants	
Collaborative Board Meeting	4/7/2000
Oblinger/non-voting Board participation	
Media/announcements	
Projects/Budget Review	
Finalize Spring 2000 Grants Allocations	
Initiate 2000/01 Planning	
Collaborative Board Meeting	5/?/2000
Review/Approve Projects/Budget 2000/01	
Grants Project updates	
Review Draft Final Report	
Collaborative Board Meeting	6/?/2000
Final Report, 1999/00	
Final Grants Project Reports from recipients	
Submitted to Vice-President	6/?/2000

# Communications and Relationship-Building

## Primary Audiences:

UNC TLT Collaborative Board  
UNC Division of Information Resources  
UNC Division of Academic Affairs  
UNC Teaching and Learning Directors and TLT Directors

State Legislature, Committees, sub-committees  
UNC President and Cabinet  
UNC Chancellors  
UNC Chief Information Officers  
UNC Chief Academic Officers

Regional/ national/global organizations  
UNC organizations (University Schools Programs UNC CAUSE, ULAC,  
UNC TV, MCNC, ..)  
UNC Instructional Technology Staff  
Teaching faculty by discipline

Department of Public Instruction  
NC Community College System

Media  
TLT-related vendors

## Initial Projects:

Clarify relationships between Board and campus offices/administration	3/17/2000
Initiate communications with DPI/NCCCS re: Portal	3/17/2000
Non-voting Board Members selected	3/24/2000
Publications design and branding	3/24/2000
Startup announcements and media coverage	4/1/2000
Continuing marketing and public relations	TBD
Web Portal announcement	4/1/2000

## Portal Development Project

Initiate Phase 1 (startup design for TLT Web Site)	3/20/2000
Initiate Resource Lookup Project (see below)	3/20/2000
Complete Resource Lookup Project (see below)	5/31/2000
Initiate Best Practices Project (see below)	TBD
Phase 1 work completed	4/10/2000
Initiate Discussion with DPI and NCCCS re: common Portal	4/3/2000
Phase 2 Design/development team in place (include DPI, NCCCS, University Schools Programs)	4/3/2000
Phase 2 Work begins (site map, long term design, data structures, authentication, communications, )	4/10/2000
Site Map completed	TBD
Data structures in place (tables, etc)	TBD
Interactive forms for updates and additions	TBD
Database populated	TBD
Communications components in place	
Calendaring	TBD
Authenticated site	TBD
Editing functions	TBD
White Board/Chat	TBD
Web discussion forums	TBD
Activity tracking	TBD
Usability Testing	TBD
Phase 2 work completed	5/31/2000

## Portal Project Detail: Resource Lookups

### Project Outline

The goal for Spring 2000 is to populate the Portal with "low fruit" lookups to TLT resources across the UNC system. This development will be achieved with very minimal effort required by campus offices or staff. Registration forms will be included on the site for updates and additions. The deadline for completion is 5/31/2000.

Review of existing sites and portals

UNC Teaching & Learning Centers

UNC Instructional Technology Staff

UNC campuses - Instructional Technology organizations

UNC campuses - Development strategies and standards

UNC campuses - TLT Projects and initiatives

UNC campuses - Deployment of course management systems

UNC campuses - Multimedia classroom standards

UNC campuses - video classrooms

UNC campuses - TLT-related sites

UNC campuses - position descriptions

Procurement/Service Provider resources (with Tom Warner)

Conferences and Training Lookup

Link to:

Schools Programs portal (Alisa Chapman)

Information Resources and other IT initiatives

UNC TV

Department of Public Instruction

NC Community College System

NCIH, video classrooms

National/global organizations

Educause, NLII, IMS, SREB, MERLOT, ..

Conferences and training sites

Grants information and timelines

Form to register TLT-related publications

# TLT Issues, Best Practices and Strategic Priorities by Subject

## Project Outline

The goal for Spring 2000 is to create an initial Portal framework that will facilitate peer communications, information sharing, cooperative planning/decision-making, and collaborative projects. The main Portal effort will provide a framework only, with no actual content deliverable in Spring 2000. However, it is anticipated that content will be developed in this timeframe by TLT Collaborative staff working cooperatively with campus experts, and in some cases content will be delivered as a part of targeted projects indicated elsewhere in this document. Note that primary audiences are not intended to be exclusive. The deadline for completion is 5/31/2000.

### **Primary Audience: TLT Staff**

Professional development for instructional technology staff  
Support for TLT (faculty support, content development, learner support, etc)  
TLT and technology convergence  
TLT hosting strategies for multimedia, learning repositories  
Procurement  
Telecommuting: TLT faculty/staff activity profiles  
Repositories of Learning Materials (Cisco Project, Merlot project)  
Skills Assessment and Training Software Evaluation  
Assistive and adaptive technologies  
Classroom/nomadic technologies

### **Primary Audience: Teaching Faculty**

Professional development for teaching faculty  
Learning Assessment  
TLT-related pedagogy and learning theory  
Teams and management of learning  
Course design and development  
Intellectual Property  
TLT-related Publishing  
Promotion and Tenure and TLT efforts  
Visualization

### **Primary Audience: Program/Service Planners**

Organizational Structures and Relationships  
Regional/national/global collaboration and cooperation  
Collaboration/cooperation with DPI, NCCCS  
TLT, Libraries, Student Services, DE  
Distributed Learning  
Resource development, grants, funding

## **TLT Collaborative Events**

### **1. Retreat for Instructional Technology Professionals and Teaching & Learning Directors, June 2000**

This retreat is intended to provide an opportunity for two emerging professional groups to meet as peers, identify common issues and needs, and to establish a strong communications and resource network, mediated through the TLT Collaborative office and Portal. Components will include:

- Survey of resources, tools and services (material will populate the Portal)
- Emerging TLT issues and Collaborative opportunities
  - Professional development (teaching faculty, instructional technologists, teaching and learning directors)
  - Multimedia classroom design and support
  - On-line course design and development
  - Evaluation strategies for course management software
  - Technology convergence
  - Assessment tools and strategies
  - Assistive and Adaptive Technologies
  - Visualization
  - TLT roundtables
  - University Schools Programs Instructional Technology staff meeting
- Continuing relationships and communications

A key goal will be to incorporate collaborative efforts to populate components of the TLT Portal as a part of the retreat activities.

Project Manager: Chuck Bennett. Staff: Contract Staff

#### **TimeLines:**

Date, Location selected	3/27/2000
Accommodation, etc., finalized	4/1/2000
Announcements	4/7/2000
Agenda finalized	4/30/2000
All payments completed	5/15/2000

### **2. Faculty Assembly Forum on Instructional Technology, April 6, 7, 2000**

Hosted by Gretchen Bataille and Diana Oblinger for the Faculty Assembly, PDAC membership, Teaching and Learning with Technology Collaborative Board, campus Faculty Senate chairs, campus Directors of Teaching and Learning (or related) centers, along with staff from our respective Divisions. The intention is to (a) provide a forum for information-sharing and discussion related to instructional

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technology issues and strategies associated with the PDAC recommendations, in light of: the UNC IT Strategy initiatives, increase in campus Teaching and Learning, and work of Faculty Assembly technology and professional development committees, and (b) to help to cement effective, ongoing communications and relationships between the various participating organizations on these issues.

Project Manager: Mike O'Kane Staff: Contract Staff

**Timelines:**

Date, Location selected	3/27/2000
Accommodation, etc., finalized	4/1/2000
Announcements	4/7/2000
Agenda finalized	4/30/2000
All payments completed	5/15/2000

**3. Service Provider Visits**

The Collaborative will host a series of vendor visits this spring:

Cisco (Dave Alexander)	
Initial Meeting	2/?/2000
Followup Planning Session	3/?/2000
Project Workshops	3/?/2000
TLT Group	2/?/2000
Eduprise (Bill Graves)	3/23/2000
E-College (contact Mike ..)	TBD
SCT (contact Chuck Carlin)	TBD
Blackboard CourseInfo	TBD
Web CT	TBD
IBM (contact Jatinder Pannu)	TBD
Pearson Distributed Learning (Jeff Goldman)	TBD

Project Manager: Mike O'Kane Staff: Contract Staff

# Collaborative Grants and TLT Project Funding Initiatives

## 1. TLT Collaborative Projects, Spring 2000

Initial Announcements	2/29/2000
Submission Reminder	3/13/2000
All requests received	3/15/2000
Initial review process/decisions	3/17/2000
Final decisions/remaining funds	4/7/2000
Interim reports	5/?/2000
Final reports	6/?/2000

Project Manager: Mike O'Kane Staff: Contract Staff

## 2a. Populate the Portal with development materials, resources and best practices associated with resource development

Funding agencies, and characteristics, emerging trends, timelines  
Templates, lookups, resource guides  
Grantsmanship best practices  
Cooperative opportunities  
UNC Awards  
Community-building, contact lists

Project Startup	TBD
Project Timetable	4/30/2000

Project Manager: Contract Staff

## 2b. Research and develop resource development opportunities for TLT Collaborative projects:

Actively explore resource development opportunities for the Collaborative. Part of the budget allocation for this project will be held back pending viable opportunities

Project Startup	4/1/2000
Recommend resource development opportunities and timelines	4/28/2000
Allocate May/June contract funds to continue project (otherwise project ends on this date)	5/5/2000

Project Manager: Contract Staff

## **Assistive and Adaptive Technologies Initiative**

This project will (a) populate the TLT Portal with resources and best practices in order to provide a demonstrably sound resource in this area; (b) publish awareness and training opportunities associated with assistive technologies; (c) incorporate assistive technology issues into the TLT retreat in June, and manage this part of the retreat; (f) publish and promote the resources that are developed.

Note that NC State is already providing leadership and developing a pilot project in this area, so that this work may be integrated with those efforts. This project will also be coordinated closely with ULAC, DPI, NCCCS and State ITS.

Project Manager: Contract Staff

### Project Timelines

Hire contract staff member	4/15/2000
Develop project team and relationships with other agencies	4/15/2000
Complete work for (a), (b) and (c) above	5/31/2000
Complete work for (d)	TBD
Publish reports for (e) and (f)	6/30/2000

# TLT Collaborative Staffing Strategy, Spring 2000

Note that a final decision has not yet been made with regard the exact balance of permanent versus contract EPA positions that will be created. This is in recognition of the potential opportunity to hire UNC faculty and staff on a contractual basis to do targeted work for the Collaborative, and thereby increase professional development opportunities, synergy, and peer communications.

## **Executive Director (EPA)**

### **Assistant to the Director** (Contract EPA at this time)

Provide general office/project management functions and services.

### **Technology Coordinator** (Contract EPA at this time)

Coordinate and develop TLT Collaborative efforts that focus on effective delivery and implementation of technology for teaching and learning. Develop communications, best practices, peer communities and collaborative efforts in these areas:

- Professional development for instructional technology staff
- Support for TLT (faculty support, content development, learner support, etc)
- TLT and technology convergence
- TLT hosting strategies for multimedia, learning repositories
- Procurement
- Telecommuting: TLT faculty/staff activity profiles
- Repositories of Learning Materials (Cisco Project, Merlot project)
- Skills Assessment and Training Software Evaluation
- Assistive and adaptive technologies
- Classroom/nomadic technologies and standards

### **Teaching & Learning Coordinator** (Contract EPA at this time)

Coordinate and develop TLT Collaborative efforts that focus on effective use of technology for teaching and learning. Develop communications, best practices, peer communities and collaborative efforts in these areas:

- Professional development for teaching faculty
- Learning Assessment
- TLT-related pedagogy and learning theory
- Teams and management of learning
- Course design and development

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Intellectual Property  
TLT-related Publishing  
Promotion and Tenure and TLT efforts  
Visualization

**Editor/Writer** (Contract EPA at this time)

Develop information materials, articles and Web content associated with the TLT Collaborative, its mission and initiatives.

Provide critical startup public relations materials clarifying the role and scope of the Collaborative within the system-wide OT strategy, other system initiatives, and campus TLT efforts

Develop mechanisms and content to promote and evangelize TLT projects and initiatives on each campus through the Web portal, newsletters, etc., and to articulate critical TLT issues and organizational relationships.

Develop a portal component to assist instructional technology faculty, professionals and teaching and learning directors in cooperative publishing and dissemination. Goals are to (a) assist in professional development, promotion and tenure, associated with TLT efforts; (b) promote campus and UNC efforts both within the state and nationally.

Evaluate the possibility of a TLT Collaborative journal that can be a useful publishing vehicle.

**Events/Startup Management** (Contract EPA at this time)

Plan and coordinate Instructional Technology retreat, faculty assembly meeting, service provider visits, other events.

Track regional, national, global conferences, professional development opportunities, etc.

Manage office startup (office renovation, equipment/furniture purchases, hiring processes).

**Assistive Technologies Expert** (Contract EPA at this time)

Populate the TLT Portal with resources and best practices in order to provide a demonstrably sound resource in the area of assistive technologies

Publish awareness and training opportunities associated with assistive technologies

Work closely with UNC campuses, DPI and NCCCS faculty/staff to identify and publish emerging standards and needs

Incorporate assistive technology issues into the TLT retreat in June, and manage this part of the retreat

Conduct preliminary work into the application of assistive technology research into adaptive technology for learning in general

Publish and promote resources for administrators, faculty and staff.

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**Grantsmanship/Proposal Development Expert** (Contract EPA at this time)

Populate the Portal with development materials, resources and best practices associated with resource/development:

- Funding agencies, and characteristics, emerging trends, timelines
- Templates, lookups, resource guides
- Grantsmanship best practices
- Cooperative opportunities
- UNC Awards
- Community-building, contact lists

Research and develop funding opportunities for TLT Collaborative projects:

- Professional Development of teaching faculty and instructional technology staff
- Web Portal
- Faculty Fellowships program
- Discipline development
- Course development, large scale repositories
- Collaborative grants with DPI. NCCCS