

**TLT Board Meeting: July 13, 2000**

**Present:**

**UNC Division of Information Resources:** Dr. Diana Oblinger, Vice President for Information Resources

**UNC Division of Academic Affairs:** Dr. Judith Pulley, Vice President for Planning

**BOARD MEMBERS (INCLUDING OFFICERS):**

<b>Appalachian State University:</b>	Steven Breiner
<b>East Carolina University:</b>	Helen Parke
<b>Elizabeth City State University:</b>	Derrick Wilkins
<b>NC School of the Arts:</b>	Lisa Weatherman (for Margaret Mertz)
<b>NC State University:</b>	Joanne DeHoney
<b>UNC at Asheville:</b>	Chuck Bennett
<b>UNC at Chapel Hill:</b>	Kathy Thomas
<b>UNC at Greensboro:</b>	Ray Purdom
<b>UNC at Pembroke:</b>	Tom Jackson
<b>Western Carolina University:</b>	Frank Prochaska
<b>Winston-Salem State University:</b>	Melvin Johnson

**Absent:**

<b>Fayetteville State University:</b>	Akbar Aghajanian
<b>NC A&amp;T State University:</b>	No one identified at this time
<b>NC Central University:</b>	Brenda Shaw
<b>UNC at Charlotte:</b>	Sallie Ives
<b>UNC at Wilmington:</b>	Jeff Brown

**University Libraries Advisory Committee (ULAC):** Dr. Carroll Varner, Director of Academic Library Services at East Carolina University

**Faculty Assembly:** Representative has not yet been named

**Mel Johnson** invited Diana Oblinger and Judith Pulley to offer some remarks:

Diana Oblinger:

- how far we've come in the last year, problems being solved
- the role of all boards within the system is now being discussed system-wide
- how this board can be effective
- continue to look for integration opportunities with other IT boards & IT activities
- things we can do better (communication – with chancellors, CAOs)

- public information service – IT is central to all university tasks – delivered on the web to diverse audiences
- campuses should contribute to the UNC IT newsletter
- Board members are responsible for ensuring effective communication of TLT items with their appropriate campus offices and leaders
- The line is blurred between T&L and e-learning: answers will come from groups like the Collaborative and others
- UNC is being noticed nationally for its collaborative efforts
- Legislators are looking for models of collaboration (for example, of UNC with NCCCS (North Carolina Community College System) and DPI (Department of Public Instruction))

Judith Pulley, Vice President for Planning, representing Academic Affairs

- impressed by accomplishments of TLT Collaborative
- highlighted the interconnectedness of planning and AA and TLT
- Board of Governors planning meeting today (need to leave at 1pm)

Chair recognized two new members:

Dr. Carroll Varner, Director of Academic Library Services at East Carolina University, representing University Libraries Advisory Committee (ULAC)

- not present at this time

Brenda Shaw, representing NCCU

- not present at this time

Chair indicated:

We are still waiting to hear from the Faculty Assembly concerning the name of its representative.

Proxies: Lisa Weatherman here in place of Margaret Mertz (NCSA)

This is the last meeting for 1999/2000 and the first for 2000/01. Chair announced that following this meeting, Diana Oblinger will send a note inviting the Chancellors to confirm their Board representative for 2000/01. There was discussion whether the current Board had been officially approved for 2000/01. Mike will check and confirm with Mel and Diana concerning this issue.

Review Minutes of last two meetings (in hand-out package)

- last official meeting was 6/1/2000 at retreat (“mini-meeting”)
- most of the discussion at that meeting focused on the retreat
- minutes of 6/1/2000 meeting were approved (Wilkins, Bennett)
- vote on two sub-committees is deferred without objections
- April 7<sup>th</sup> meeting – day after system-wide TLT meeting
- minutes of 4/7/2000 meeting are in package

- minutes of 4/7/2000 meeting were approved with corrections (Bennett, Wilkins)

#### Proposed By-law Changes (items in hand-out package)

- Chuck Bennett read the proposed by-law changes
- Mel suggested a brief discussion and vote on each item
- Mike gave a description of each item
- Proposal one approved without objection (Bennett, Jackson)
- Proposal two approved without objection (Bennett, Wilkins)
- Proposal three approved without objection (Bennett, Thomas)
- Three by-law changes were adopted and will be posted on web site with by-laws

#### Reports from any standing committees

- By-laws – no report
- Assessment and Evaluation – request for committee members. Volunteers:  
Helen Parke  
Derrick Wilkins  
Ray Purdom  
Tom Jackson

#### **Executive Director's Report:**

- Fast startup since March, 3 month window to spend a full year's operating budget
- Announcement of web site – up and running
- Presented overview of Director's Report
- Project web site is driven by database back-end (“dynamic web site”)
- Standard project site template has been established
- Joanne suggested collaboration with Triangle library network on metadata issues
- TLT Portal will showcase collaborative efforts, projects, etc.
- Items in draft form for the TLT Board should be protected within the intranet

#### Portal

Projects template – standard project design was presented

Overall Site design (refer to [www.northcarolina.edu](http://www.northcarolina.edu))

TLT Knowledge Bases overview was presented

- share a list of people who are working on or are involved in the projects
- share invitations to the campus performing project
- have a topical list of related resources on the front page (knowledge base)
- Collaborative should have a booth at system-wide IT expositions

#### IT Collaboration Project of UNC, NCCCS, DPI

See Director's report. Status described. Currently this workgroup is focused on developing a form/database to capture examples of collaboration between UNC, DPI, NCCCS. This will be brought to the IT Collaboration workgroup for review at the end of July.

### State Aid Grants

- Course Management software
- Professional Development (for faculty and staff)
- TLT Collaborative will provide support and resources for these two projects
- Brief overview given (see Director's report)

### TLT Research Grants (awarded Spring 2000)

Assistive Technology Project (IDEA Station): good material for the Collaborative database. Equipment phase is in progress.

- Diana noted that IRMC Disabilities Task Force met yesterday and a proposal will be forthcoming. Task Force will meet again in September.
- IDEA Station is important as a showcase that UNC is concerned and interested in this issue.

Core Content Project: Modules have been developed

Visualization and Modeling: Progress report postponed (we are tracking)

Wireless:

- NC State's LTS added \$15k to bring the project funding to 100%. Equipment has been purchased.
- WCU is committing some \$25,500 in additional funding from 2000-2001 budget to purchase the remaining necessary items. The initial Collaborative grant has enabled Western to develop a \$675,000. FIPSE grant proposal which, if funded, expands the program over a three year period.
- share this information with other state agencies (specifically the wireless trials)

Cisco: Helen gave brief report (more information to be presented this afternoon)

### Retreat (approx. 97 participants)

The retreat generated a large amount of feedback and resource material. We will be sorting this and using material to populate the Knowledge Base. Also data collected will help inform the PI's on the two State Aid grants. Retreat feedback helped to develop these two grants. We sent a note to participants after the retreat when all of the retreat material was posted on the site, and will send another announcement when the TLTC site knowledge base is up and running. Plan to ask retreat participants to help populate the knowledge base.

### TLT/Flashlight Initiatives

Very interested in seeing how these develop, and we will track as these evolve.

- we should have discussion on how we can leverage the 2 days of contracting per campus included in this license

### Merlot

Brief discussion. We are engaged for 2000/01. Meeting in Denver next week and Mike will report back. Alisa Chapman is involved as Director of Instructional Technology for University Schools Programs.

Staff position descriptions have been written:

Project Manager

Program Coordinator

Technology Coordinator

Meeting Friday to start advertising process and set up Search Committees.

Chair requested that Search Committees should include members of Evaluation Committee.

Budget and Director's Report for 1999-2000 were discussed

- the chairman suggests modifying the director's report to become the board's annual report for 1999-2000.
- VP of IT suggests giving this report a slant of what has the board done for everyone (students, faculty)
- Dick Broom will offer his assistance with the board's annual report

### LUNCH

Discussion of programmatic priorities for 2000/2001. Director will work with these and report back at next meeting with program/budget proposals.

### Major Programs for 2000-01

TLT Retreat

Merlot Project

State Aid grant projects

Five TLT research projects

Portal

Other?

Web Portal Design and Priorities. Topics mentioned:

Multiple paths to TLT material

2 clicks to anything

audience/community

topic-based

push announcements, personalized views, standardized “out of the box” portal tools

e-newsletters, announcements, articles

link on the front page that explains tracking and privacy issues

provision for topics based discussion forums

legislature view, spotlight, showcasing

TLT Collaborative staff summarizing legislature activities, pushed to board members

list of new items on all subscribed categories

stakeholders: teaching center directors, CAOs, CIOs, CFOs, DPI, NCCCS, chancellors

make sure that stakeholders link to the TLT Collaborative site from their web site

can the site hits include information about the different types of users: NCCCS, DPI, etc.?

how do you push news without being intrusive or overwhelming

TLT Board members getting information about other state agencies, such as UNC-GA

and the Joint Select IT Committee of the legislature

Mike to send out announcements to board members with suggested topics for conversation with chancellors

more is not always better; better targeting – this is the basis for a good web site

feed the chancellors information via the CIOs and CAOs; this is particular to each

chancellor and campus – find the correct and best avenue

find another word for knowledge base, or define it better

put a definition of terms as a link off of the website

### **Need a SITEMAP**

Directions for the Collaborative web site: a roadmap or instruction manual for the site and the board, its members, institutions, etc.

### **Board Meetings**

Suggestion: try a virtual meeting (videoconference)

Suggestion: Four face-to-face meetings each year (August 1, December, March, May/June) along with other methods of communication and web-based decision-making

One of the meetings is the annual meeting with elections, etc. at the end of summer

Two in the summer, one during Christmas break, one in March

Board material on the Web should be password protected until approved by Board

For 2000-01 year:

June 2000 (TLT retreat)

September 27-29 – at UNC-CAUSE in Charlotte

December

March

### **Project Oversight and Evaluation**

Assessment and Evaluation Standing Committee:

Steve Breiner (chair), Helen Parke, Derrick Wilkins, Ray Purdom, Tom Jackson

For every project, we ask PIs to find an independent reviewer who will work with the project from the beginning and who is unrelated to the project itself (unbiased, etc.) A percentage of the funding for each project would include this cost. The reviewer should be approved by the Assessment and Evaluation Committee. The Board agreed to this policy by consensus.

Suggested other forms of communication:

- attend expos, conferences
- a collaborative newsletter to distribute at Diana's discretion
- all campuses should have links to the collaborative in appropriate places
- we can include TLT bits in the existing UNC-IT newsletter
- let the TLT centers disseminate info across campuses
- distribute to traditional media outlets
- VP of IT should be involved in this process
- testimonials from students and others are useful

Other Business:

Center for the Advancement of Teaching and Learning – Ray Purdom  
<http://www.edtech.vt.edu/fcc/> (username + password: nsfguest)

Association of Teaching and Learning Directors –  
<http://www.wcu.edu/colloquy/> First annual meeting is 7/19/2000, 12-4pm

TLT Centers Benchmarking Symposium – Joanne Dehoney suggested that exemplary TLT centers from around the nation be showcased at the annual TLT retreat or at another meeting each year.

Board members to discuss this issue further:

Mike O’Kane  
Chuck Bennett  
Kathy Thomas  
Ray Purdom?  
Helen Parke?

Cisco e-Learning Project – Helen Parke, Chuck Bennett  
A report was given on the current status of this project.

The State Aid grants were briefly discussed. Initial process (July) will involve a review of the projects in terms of deliverables and timelines to meet GA and campus needs and expectations.

Motion for adjournment is passed. Meeting adjourned 3:10 p.m.