

Teaching and Learning with Technology Collaborative Board Meeting

February 26, 2003

10:00 a.m. – 3:00 p.m.

UNC-GA Board Room

Present:

Board Members

Steven J. Breiner (ASU)

Sandra Huskamp (ECU)

Derrick Wilkins (ECSU)

Arasu (Nick) Ganesan (FSU)

Brenda Shaw (NCCU)

Margaret Mertz (NCSA)

Bruce Clark (proxy for Dr. Rodney Harrigan) (NC A&T)

Sharon Pitt (NCSU)

Kathy Thomas (proxy for John Oberlin) (UNC-CH)

Beverly Vagnerini (UNCW)

TLTC Staff

Hilarie Nickerson (UNC-TLTC)

Laura Rogers (UNC-TLTC)

Frank Prochaska (UNC-TLTC)

Ex Officio Board Members

Dr. Betsy Brown (OP-AA)

Dr. Mary Reichel (ULAC)

Jo Ann Pearson (Alliance)

Absent

Pat McClellan (UNCA)

Sallie Ives (UNCC)

Ray Purdom (UNCG)

Tom Jackson (UNCP)

Benjamin M. Coulter (WCU)

Joyce Williams-Green (WSSU)

Robyn Render (OP-IR)

José D'Arruda (UNC Faculty Assembly)

AGENDA

Initial business, approve minutes of December 16 and January 15 meetings

- Sandra called the meeting to order at 10:10am and introduced Bruce Clark from NCA&T who is replacing Tamrat Mereba on the TLTC Board as proxy for Dr. Rodney Harrigan.
- Frank Prochaska thanked Dr. Mereba for his outstanding service and leadership on the TLTC Board.
- Dec. 16 minutes approved with any necessary emendations.
- Jan. 15 minutes approved with any necessary emendations.

Executive Director Report

- Final copies of the 2002-2005 Strategic and Operating Plans were distributed. Frank encouraged Board members to distribute on campus. Frank will have copies printed to distribute to campus administrations.
- Search for 4th staff position has gone well. Two finalists will join us later today. Another application was received yesterday.
- The goal is to make the offer and have it accepted by the March 21 BOG meeting.
- Phone conferences with Board members have been taking place. Frank has been gratified that overall, the way the campuses feel the TLTC can be most useful are those items listed in our strategic direction and operating plans.
- Conference planning is well underway. There is a total of 105 proposals. Last year, there were a total of 66 presentations and 8 workshops. Hilarie will provide more details later in the meeting.
- Compendium of abstracts is almost ready to be distributed. Frank encouraged Board members to take another look at the document and provide feedback to him.
- Budget report: Frank distributed a budget report
 - Because we are still paying Todor from the 4th vacant position, we have picked up about 6K in operating funds for February. Frank has distributed that money through discretionary items.
 - Road show budget of 3K has also been distributed through discretionary. TLTC staff does not have the time for the road show this year.
 - Conference manager for our conference has been hired for \$9,950.
 - Can afford to pay this because we are only paying at the standard state rate for conference rooms, therefore saving 11K. This will free up the time of the TLTC staff for TLTC business other than devoting all of their time to the conference planning and preparations.
- Collaborative tools (see below)
- Portal is now getting 60 searches a day, roughly twice the traffic of last year. Once the new position is filled, the person will take over administration of the portal and its content.
- Finance committee recommends the budget be approved.
- It appears there will not be any further reversions this budget year

Discussion on Hiring Consultant on Collaboration for Workshop with Board

- Frank talked with Vickie Suter, Director of NLII Projects, at the NLII Conference. Frank asked if she would be willing to help identify appropriate collaborative tools. She asked Frank questions regarding how we want to collaborate.
- Robyn approved the idea of hiring a consultant to help us think through and identify collaboration ideas and tools.
- The Board was in favor of Frank contacting Vickie to pursue the idea of hiring her as a consultant. (Either right after the conference or at our May 16th meeting.) Frank will explore and report back to the Board.

Discussion of Interest Groups and Other Professional Development Activities

- Interest groups were identified as a way to share knowledge and build community. Staff has been trying to frame the various interest groups: Scope, needs on campuses, what would be best suited to address that.
- Will try to target methods to needs of the interest groups. The first five groups will be:
 - TLT Assessment
 - ECU building an assessment tool.
 - ASU beginning to assess a core curriculum.
 - WebCT
 - Blackboard
 - Web accessibility
 - Web accessibility report has been disseminated on the campuses
 - Chapel Hill has an active group, as does NCSU.
 - Facilitating learning in cyberspace
- Are there active groups on campus now with whom the TLTC can work?
- Should there be a TEACH act group?
- Should there be a 'hot topic' group?
- High performance computing group will begin in the summer/fall.
- Video conference slot on assessment next Wednesday, March 5 from 2-4. Laura will send out an announcement.
- There will be time for interest groups to meet at the conference.

Report and Discussion on 2003 TLT Conference

- Logistics
 - Hired conference management firm to handle logistics
 - We retained the registration function, collection of the proposals
 - Hope to identify an annual planning cycle
 - There will be a post conference report based on data collection
- Registration is now open, through the 17th of March. Checks should be sent in by March 21st.
- TLTC will pay for rooms (up to the standard state rate) directly to the hotel.

- Program
 - Video track more promising for next year
 - Some video materials are available. (will check into any license/copyright issues for video)
 - Traditional set of conference events
 - Presentations
 - Panel discussions
 - Poster sessions
 - Some workshop proposals
 - Frank has contacted 5 vendors; 3 vendors so far have agreed to sponsor. The vendors will pay a fee and will be invited to do an academic presentation. The vendor fee will be a big help to defray food costs.
- How should we open up registration to other institutions?
 - Tri-IT group? (Wake, Elon, Duke, ECU, NCSU, UNCG, UNC-CH)
 - Fee structure is in place for UNC vs. non-UNC attendees
 - Let's not advertise to other institutions, but welcome them if they want to attend. The Board agreed that's a good plan.
 - This is the first year that registration has been open to the whole UNC system with no restrictions.
- Proposal areas
 - 69 in the Using Technology for Teaching and Learning track. (At first glance, they appear to be 50% faculty, 50% staff).
 - 19 Developing creative solutions through collaborations
 - 11 Value added: Specialty areas and unique topic
 - 3 Professional development and recognition
 - 2 TLT policy issues
- Keynote speakers
 - Carl Berger from the University of Michigan has accepted
 - Frank has extended an invitation to Vickie Suter
- Each campus was encouraged to sign up to facilitate sessions.
- Each individual session will be evaluated.

InfoTech Coordinator Search Committee Report

- Approximately 40 applications have been submitted thus far. We must consider each application as it is submitted until the position has been offered.
- Laura has done the preliminary credential check
- Phone interviews were held with 4 candidates
- 2 of those Candidates will join the TLTC Board later today for interviews
 - Comments should be mailed to Laura
- An additional candidate who's qualifications seem to match the other two was submitted yesterday.
- The Board discussed processes so that the 3rd candidate will have a similar interview process as the other two.
- If additional applications come in that match the qualifications of the current set, those applicants will be brought into the finalist pool

Lunch

Candidate A, Candidate for Information and Technology Coordinator position (10 min. presentation and Q&A)

Presentation from Candidate A

External Funding Committee Report

No report.

ULAC Report

Mary Reichel reported

- ULAC is meeting on Friday. Frank will attend the ULAC meeting to talk about the Collaborative.
- ULAC has been made aware of the TLT Conference
- ULAC closely monitoring the budget situation
- Continuing to look at allowing patron initiated online request system for 48 hour delivery service of books and other materials from any UNC system library. Need time and resources to be successful with this initiative.
- Areas of common interest between ULAC and TLTC
 - Copyright laws
 - Use appropriate links in course management systems
 - Adoption of technology
 - Technology/information literacy

Alliance Report

Nick Ganesan reported:

- Many activities are underway in the Banner migration
- Business process analysis is due from many institutions
- There is a question regarding how each campus will fund the full Oracle license
- Each campus has identified a platform, most chose a combination of Sun/Intel

MERLOT Update

Hilarie reported:

- A MERLOT project meeting was recently held in New Orleans.
- There continues to be an emphasis on shifting from developing the database towards offering better/more services to support the community of users.
- International Conference will be held in Vancouver in August 2003.
- Discussion at the conference involved the review process.
 - It may be more modeled on the methods through which journal articles are reviewed.
- There are two MERLOT related proposals that have been submitted for the conference
- MERLOT partner reserve gives campuses access to training materials.

Break**Candidate B, Candidate for Information and Technology Coordinator position (10 min. presentation and Q&A)****New Business**

- Follow up on item that Margaret introduced at the last videoconference regarding an Internet 2 videoconference. There have been some logistical roadblocks. Margaret will keep us posted.

- Sharon:
 - Macromedia
 - Should we look into UNC system license for Macromedia products?
The group agrees that if it's not already done, Tom Warner should look into system-wide license.
 - Hilarie mentioned that there may also be discounts through MERLOT
 - Quality Enhancement Plan at NC State
 - Any campus that has information on best practices in technology classroom organization and design should contact Sharon.

Feedback/comment/further questions as a result of the candidate presentations should be emailed to Laura as soon as possible.

Adjourn

The meeting was adjourned at 2:55