

TLTC BOARD MEETING

June 5, 2003
10:00 am – 3:00 pm
UNC-GA Board Room

Present

Board Members

Steven J. Breiner (ASU)
Sandra Huskamp (ECU)
Velma Blackmon (proxy for Derrick Wilkins) (ECSU)
Arasu (Nick) Ganesan (FSU)
Brenda Shaw (NCCU)
Margaret Mertz (NCSA)
Henry Schaffer (proxy for Sharon Pitt) (NCSU)
Pat McClellan (UNCA)
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Sallie Ives (UNCC)
Ray Purdom (UNCG)
Tom Jackson (UNCP)
Beverly Vagnerini (UNCW)
Benjamin M. Coulter (WCU)
Joyce Williams-Green (WSSU)

TLTC Staff

Hilarie Nickerson
Laura Rogers
Frank Prochaska
Andrea Eastman-Mullins

Ex Officio Board Members

Betsy Brown (OP-AA)
Jo Ann Pearson (Alliance)

Visitors

S. Mehdi Miri (UNCC)
Maurice Mitchell (UNCP)
Glenn Holmes (WSSU)
Jill Lane (NCSA)

Absent:

Bruce Clark (proxy for Dr. Rodney Harrigan) (NC A&T)
Mary Reichel (ULAC)
Jose D'Arruda (UNC Faculty Assembly)
Robyn Render (OP-IR)

Welcome, introductions, and roll call

The meeting was called to order at 10:05

Approve Minutes of March 12 and April 9 Videoconference Meetings

- March 12 minutes approved
- April 9 approved as amended

Executive Director Report

Frank reported:

- Recording video clips at today's Board meeting
 - Video clips to appear on CD that contains material about the TLTC
- Conference report
 - Final numbers from conference: 292, increase of 24% over last year. Last year's attendance showed an increase of 30% over the year before
 - Good representation from all 16 campuses
 - Evaluation results are online, off of home page. Evaluations are excellent.
- Web developer position: (funded from part of operating budget for next year). The position received approval from President Broad. Robyn has asked Frank to get the paperwork done to fill the position. Will report half-time to TLTC.
 - Todor has been extended through December. Technology support will be maintained until we fill the position. Position will report to Frank and to Will Adkins, Director of Online Services.
- Planning to publish two compendia this summer
 - Effective Practices
 - Training opportunities that campuses are willing to share
 - Andrea is contacting people at campuses to share resources
 - TLTC can possibly put some money aside to pay travel expenses for trainers to share with other campuses
 - Frank is meeting with the six WebCT campuses and WebCT representatives to talk about moving to Vista if Robyn can find the funding to move Vista forward. Frank talked with University of Georgia System regarding their implementation of Vista
 - Video: Georgette recommends that the Collaborative come up with some sort of catchy tag line

Budget report:

- Frank distributed the budget report: Allocated budget and actual expenditures
- Frank discussed the report
- Total expense for conference was about \$86K. Some money still left over that will carry forward to next year.
- Discretionary Expenditures: hesitant to spend everything to avoid making purchases that would carry forward to next year. We were unsure of the exact amount that we had to spend in April, May and June.
- 95% of our total budget (personnel plus operating) was spent.
- Finance committee met via phone conference and was comfortable with the report

- Finance committee will work with Frank for a budget for the 03-04 fiscal year
 - By August, the TLTC Board may be able to approve budget and planned activities for next year
- Margaret indicated that the 2% withheld amount and the amount repaid to Robyn, are funds that we can use for other purposes this year
- There are other options to extend our budget
- Discussion: MERLOT
 - Have we been getting value for our money with MERLOT?
 - Should we resolve to make a real success out of MERLOT participation or should we consider not participating in MERLOT.
 - In the past, we have not had the discretion to end our relationship with MERLOT
 - Betsy said that Academic Affairs is supporting faculty participation in MERLOT
 - Hilarie and Betsy will be discussing possible uses for MERLOT
 - There needs to be a much more conscious effort to get materials peer reviewed
 - Hilarie said that MERLOT will be changing the review model
 - Henry submitted a learning object in April and has not yet gotten any feedback
 - WCU has a MERLOT working group organized through the Faculty Center; it has been recognized as a university committee. Approached through strategy of getting faculty recognition.
 - Continued discussion at August or September meeting

Establish Election Committee for Board Elections

- Ray will chair, Sharon and Nick are on the committee

High Performance Computing Initiative in Winston-Salem – Joyce

- Joyce reported on efforts associated with the WinstonNet high performance computing initiative
- She gave examples of use
- Discussed why Winston-Salem has been successful with the high performance computing initiative
- Perhaps the TLTC could take a role in fostering collaborations/participation/understanding of GRID applications.

Meta Data Initiative

Frank reported:

- As campuses have more data (course materials and learning objects) online, schemes are being developed so that data is searchable and retrievable
- At Portal Oversight Committee (POC) meeting, Frank asked if we should investigate what's being done at each campus regarding Meta Data
- POC agreed this is an appropriate topic for the TLTC to research so that future sharing of material among campuses would be possible
- University librarians are an obvious contact
- Frank and Andrea will begin to contact campuses

Planning for Next Year

- Laura distributed copies of the Operating Plan and discussed activities for the past year.
- Time to target activities to be pursued for the upcoming year.
 - TLT Professional Development
 - Professional Development Portal
 - UNC TLT Conference
 - Assessment Initiative
 - TLT Policy Issues
 - Building UNC TLT Community
 - Communication and Information Management
 - TLTC Governance and Organizational Operations
- Board members should contact TLTC staff members with any feedback on activities supporting each of the topics above.
- Next steps:
 - Revise draft
 - Coordinate with TLTC budget planning
 - Submit to TLTC Board for approval
 - Submit to VP-IR for approval
 - Append to TLTC 2002-2005 Operating Plan

Discussion of Orientation for New Board Members

- We will have a number of new Board members next year
- Frank asked for input regarding the appropriate type of materials to be issued to new Board members.
- What would be helpful for new Board members to have?
 - History
 - Culture
 - Diversity of the Board
 - Visit campuses?
 - What's the expectation of participation by the Board members
 - Need to keep the energy and the excitement of 'inventing something new'
 - Presentations
 - Board members wear many hats
 - Outgoing Board member may need to facilitate a hand-off for continuity
 - Checklist document
 - Collection of documents given to all new members
 - Could have a web page dedicated to new Board members
 - Old Board members serve as mentors?
 - New Board members need to know what responsibility they have for their campus

Meeting dates for next year:

- Meet face-to-face every other month in Fall, and every third month in Spring
- Alliance dates are:
 - Aug 27
 - Dec 5
 - Feb 22
 - May 14
- NC CAUSE Nov. 12-14

Interest Group Update

- Now have facilitators for all 9 interest groups
- Moving forward with each of the interest groups
- Each group has a staff liaison
- Laura identified facilitators for each of the groups
- Hilarie reminded the Board that the list of interest groups will likely grow and change
- There is a page on the TLTC site to indicate interest
- Board members should point campus community to interest groups

Committee Reports

- **Alliance (Jo Ann)**
 - Banner: 14 campuses will begin implementation next fiscal year
 - Trying to determine locations for solution centers
- **Portal Oversight Committee (POC)**
 - Has discussed the part-time web developer position
 - Had a full day meeting to look at the current state of the Portal, discussed how to improve it, how to increase use, long range strategic plan
 - Confirmed that Portal serves the UNC community
 - Portalizing the portal, use push technology
 - Campus liaisons are being identified
 - Librarians are identifying common list of terms, and are beginning to identify content
 - Theme of the Portal is ‘content’
 - Ray will write something to submit to the by-laws committee in order for the POC to become an official committee of the TLTC
- **By-Laws Committee**
 - No report

Executive Session

The Board went into Executive Session for 30 minutes.

Adjourn

The meeting adjourned at 2:45