

**TLTC Board Meeting**  
**Wednesday, January 21, 2004**  
**2:00-4:00**  
**Telephone Conference**

**Present:**

**Board Members:**

Steven J. Breiner (ASU), Co-Chair  
Sallie Ives (UNCC), Co-Chair  
Chris Weaver (proxy for Sandra Huskamp) (ECU)  
Jill Lane (NCSA)  
Sharon Pitt (NCSU)  
Kathy Thomas (proxy for John Oberlin) (UNC-CH)  
Maurice Mitchell (UNCP)  
Beverly Vagnerini (UNCW)  
Lee Rayburn(WCU)  
Glen Holmes (WSSU)

**TLTC Staff:**

Laura Rogers (UNC-TLTC)  
Frank Prochaska (UNC-TLTC)  
Hilarie Nickerson (UNC-TLTC)  
Andrea Eastman-Mullins (UNC-TLTC)

**Ex-officio members:**

JoAnn Pearson (OP-Alliance)

**Special Guest:**

Henry Schaffer

**Absent:**

Velma Blackmon (ECSU)  
Arasu (Nick) Ganesan (FSU)  
Bruce Clark (proxy for Dr. Rodney Harrigan) (NC A&T)  
Brenda Shaw (NCCU)  
Pat McClellan (UNCA)  
Ray Purdom (UNCG)

Betsy Brown (OP-AA)  
Y. P Kakad (Faculty Assembly)  
Mary Reichel (ULAC)

## **Welcome and Roll Call**

### **Approve Minutes of December 10 Videoconference**

- Minutes approved as submitted

### **Survey of Software Used in Academic Departments (Requested by the Faculty Assembly)**

- Frank summarized history of this request for a survey
- TLTC has a vested interest because:
  - Once we have a better understanding of the software being used, we can better support teaching and learning with technology
  - Cost savings could be realized
  - May allow the Collaborative to gain additional visibility; we could be viewed as a change agent to help the University operate more efficiently and effectively
- Tom Warner's office has developed a tool to assist in this project
- Discussion
  - Do these data already exist? Ask the CIOs.
  - There may be a small number of licenses at one campus, that could be combined with other users to increase the number
  - Before we go out and survey the faculty, we need to contact the campuses to see what information is currently available
  - N. C. State developed a survey to get an idea of how faculty are currently using technology ([litre.ncsu.edu](http://litre.ncsu.edu), then quick link to survey information)
    - 55% response rate, Provost sent survey to deans to send to faculty
  - Need to engage administrators to encourage faculty to participate
- Tom Warner reported
  - His office has developed a database template; some campuses have requested to use it for asset management for their own campus.
  - Tom suggested that we need to make first steps simple to show quick 'wins'
- Henry suggested we survey departments
  - Several board members agreed this would be a good approach
  - Should look long term to send a survey to faculty to gain more information
    - Mitch suggested that Pembroke faculty often pay for software out of their own pockets, and IT finds out about it later.
      - Dept. or central IT find out about it if support is needed.
- Need to make sure that faculty understand the need for the survey; should involve the Faculty Assembly from the beginning
- We could form communities of interest around software packages. This could be promoted as one of the benefits of the survey.
- Frank will share major points discussed today with Faculty Assembly at the upcoming meeting on Friday.
  - If this resonates with them, TLTC can talk about how to move forward at our next face to face meeting.

### **Executive Director Report (Frank)**

- TLTC budget has taken two reversions in the past 4-6 weeks
  - \$1300 for hurricane Isabel Disaster Relief
  - Frank was told that \$7200 would be placed back in our budget, and it was, but that has now been taken back.
  - Robyn has agreed to pay for ECAR subscription in the spring
  - We now have about \$5500 unallocated

### **Committee Reports**

- Planning and Assessment Committee
  - No report
- By-laws Committee (Mitch)
  - Mitch has been elected chair
  - Proposed that the Portal Oversight Committee be made a standing committee rather than an ad-hoc committee
    - Motion passed to amend the by-laws to include the POC as a standing committee
  - Mitch indicated that the by-laws could use some ‘work’ and asked Board members to send suggestions to committee
- Finance Committee (Sharon)
  - Unallocated \$5507.00
    - Suggested that those funds be used to support the interest groups
      - It would be about \$600 per group
    - Motion to amend budget to reflect that the unallocated funds go to the interest groups passed
  - The Finance Committee was concerned about the inability to support the PDP, due to the revisions in budget this fiscal year, so the Finance Committee developed the following statement for the discussion of the TLTC Board:

"In order that the UNC Professional Development Portal be maintained and contain resources relevant to the current/emerging interests of the UNC TLT Community, the appointment and support of Focus Area Editors should be a high priority of the UNC TLTC. Although the present TLTC budget does not allow for such support, the TLTC Board should plan for such a provision in the 2004-2005 budget."

### **Large Enrollment Course Redesign Planning Project (Sallie, Steve)**

- 12 campuses are involved in the project
- Sallie has provided each campus with documentation
- Sallie has copies of the handouts for the Feb. 2 workshop (9-3:30) and is in the process of disseminating this info to the campus contacts
  - We have permission to video tape the workshop. We will try to distribute copies to the campuses

- Plan for two sessions at the TLT Conference in March
  - Session for teams
  - Session to entice additional faculty
- Frank reported the TLTC is getting positive attention for taking the lead on this initiative

### **Spring 2004 Conference Update (Hilarie)**

- Conference will be in Charlotte, March 17-19
- Proposal submission site is open. Last day to submit proposals is Wednesday, January 28
- Target date for opening registration is February 9
- Program committee divided into three subcommittees
  - General invited speakers
  - Library issues speakers
  - Workshops on specific topics
- Will need reviewers for submitted proposals; need names of faculty, staff, librarians, especially faculty. Each reviewer will review about 10-12 submissions.
- Program will include
  - 30 minute sessions
  - 50 minute sessions
  - poster sessions
  - workshops
  - demonstrations
- Narrowed conference management firms to two firms
  - Hope to make an offer to one of the firms soon
- President Broad has agreed to deliver opening remarks, will do so via video-conference. Frank is checking into the logistics for this.
- Inviting Diana Oblinger, don't know if she is available
- Frank sent out list of topics for invited presentations
  - Great opportunities for campuses to show areas of strength
  - Frank got few responses, asked Board to submit by 2 pm on Thursday.

### **New Business**

- No new business

### **Adjourn**

- The meeting adjourned at 3:40