

TLTC Board Meeting
Friday, February 6, 2004
10:00 AM-3:00 PM
Executive Conference Room
Office of the President

Present:

Board Members:

Steven J. Breiner (ASU), Co-Chair
Sallie Ives (UNCC), Co-Chair
Sandra Huskamp (ECU)
Brenda Shaw (NCCU)
Jill Lane (NCSA)
Sharon Pitt (NCSU)
Pat McClellan (UNCA)
Kathy Thomas (proxy for John Oberlin) (UNC-CH)
Ray Purdom (UNCG)
Maurice Mitchell (UNCP)
Traci Settlemyre Proxy for 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:

Betsy Brown (OP-AA)
Dr. Yogi Kakad (Faculty Assembly)

Collaborative Board Member Emeritus:

Henry Schaffer

Absent:

Velma Blackmon (ECSU)
Arasu (Nick) Ganesan (FSU)
Bruce Clark (proxy for Dr. Rodney Harrigan) (NC A&T)
Beverly Vagnerini (UNCW)
JoAnn Pearson (Alliance)
Robyn Render (OP-IR)
Mary Reichel (ULAC)

Welcome and Introductions

Steve called the meeting to order at 10:05

Approve Minutes of January 21 Phone Meeting

- The minutes were approved as submitted

Executive Director Report (Frank)

- Frank announced that Robyn is out indefinitely. UNC-OP and the Division of IR are making sure that everything continues to move forward.
- Frank distributed the latest budget information
 - We have spent ~\$100K, but the largest expenditures (TLT Conference and Merlot) are still to be paid.
- WebCT Vista project is moving forward as best it can at this point
 - Contract is ready to be signed for system-wide license if funds become available this summer
 - NC State has a campus Vista license now
 - Charlotte is still interested in acquiring Vista
- Blackboard is meeting with the Virginia Community College System and NCCCS regarding their use of Blackboard
 - Monday, Feb 16 10-2.
 - Board members are invited to attend (NOTE: This meeting was subsequently postponed.)
- Campus visits
 - NC State visit Feb. 19th
 - UNCW visit Feb. 26th
 - Pembroke to be scheduled at end of March
 - Other campuses are encouraged to schedule visits

Professional Development Portal Report and Discussion (Andrea and Ray)

- POC is working on an update to the portal. Andrea showed screen shots of proposed new interface
 - Interface to be more user friendly
 - Additional features
- POC would like to fund official focus area editors next year for each of the four focus areas
- The Board provided feedback
- The Board is in agreement that the Portal redesign is a positive strategic direction

Survey of Academic Software (requested by Faculty Assembly) (Frank and Yogi)

- Request from Faculty Assembly that TLTC facilitate survey to find out what software is being used on each campus for instructional purposes
- TLTC has vested interest because once we know what is being used on campuses, we can plan our activities
- Frank and Yogi will take discussion back to Faculty Assembly technology committee

- Ask academic department heads to collect software information and input into template
- Committee wanted to keep survey short and simple and pick off ‘low hanging fruit’
 - What is the current general software in use?
 - Who is paying for it?
 - What software would you like to have available?
 - Ask about discipline-specific software
 - What are you using
 - Who is paying for it
 - What would you like to have?
- Ask the department chairs (or designee) to collect the information at the request of the Provost. The Chair would input data on the template.
- What would be the incentive for completing the survey?
 - Must be recognized that this is a Faculty Assembly request
 - Must be recognized that this has the support of the academic administration
 - Peer communities could form around specific areas of interest
- Committees would like to see preliminary data at April Faculty Assembly meeting
- Board members will have the opportunity to see which departments on their campus have completed the survey
- Suggestion that all information in the data pool for all campuses be made available to all
- Process should be ongoing each year

Peer Review of TLT Materials (Betsy)

- Betsy has proposed a session to talk about this at the conference. She wants to gauge the interest.
- Betsy has not received overwhelming requests to become part of a system-wide committee to look at peer review for promotion and tenure purposes

Council on e-Learning Policy (Frank)

- Has been established, first meeting last November
- 12-13 campus reps plus administrators from OP
- Goal is to address e-learning policy issues
- Frank distributed data collection questions from Jim Sadler
- Next meeting is Tuesday, Feb. 17 (videoconference)

Large Enrollment Course Redesign Project Update

- Reps from 12 campuses attended a workshop on February 2 given by Carolyn Jarmon
- Sallie distributed a brief on the UNC Pilot Project. She sent this brief to the CAOs
- The Board had questions on UNC requirements regarding seat time and length of semester

Spring 2004 TLT Conference Update (Hilarie)

- Conference management firm search process
 - Did RFP
 - Had six companies bid
 - Selected company of lowest bid that met requirements
 - Company will arrange for date and site for next year
 - CMC and Associates (Florida company)
 - Had a site visit with TLT staff and visited hotel in Charlotte. Staff is comfortable that CMC will do a good job.
- Laura reported that the space will be excellent for our conference and showed photographs of the hotel and meeting room space
- Acceptance of proposals was closed on Friday, Jan. 30th.
- Review process will start shortly
 - We have about 20 reviewers
 - Reviewers should provide feedback by next week
- Ask conference planner to have registration site open soon
- Process for registration will be different from last year
- Expect to have open registration
- Speakers
 - President Broad planning to deliver opening welcome remarks via teleconference
 - Technical challenges are in the process of being resolved
 - Larry Johnson, Executive Director of the New Media Consortium, will be plenary speaker
- Fee structure
 - Same as last year: \$40 per day, or \$80 for multiple days
 - Still working on sponsors
 - WebCT
 - Blackboard
 - Library vendors
 - Others
- Invited speakers
 - May be getting additional requests for names for workshops
- Two panels proposed by Faculty Assembly
 - Copyright issues
 - Reward issues for TLT

Committee Reports

- No Committee reports

New Business

- Sharon suggested that we begin thinking about e-Portfolios in the near future. This was a hot topic at NLII
 - Devote some time at the conference to this topic

- Henry suggested we remain aware of if/how our campuses are using MERLOT
 - Ray indicated that MERLOT is gathering such data
- Traci asked for faculty best practices for using ITV (two way video).
 - VideNet has cookbook
- Traci asked for campuses using Centra
- Glen announced International Supercomputing conference in Pittsburgh November 6-12
 - Robyn has earmarked some funds to pay for CIOs and Directors of CTLs to attend the conference
 - www.sc-conference.org/sc2004
- Next meeting is video conference, March 10, 2-4 PM

Adjourn

- The meeting adjourned at 2:30