

TLTC Board Meeting
Wednesday, December 10, 2003
2:00-4:00
Videoconference

Present:

Board Members:

Steven J. Breiner (ASU), Co-Chair
Sallie Ives (UNCC), Co-Chair
Sandra Huskamp (proxy for Dr. Elmer Poe) (ECU)
Bruce Clark (proxy for Dr. Rodney Harrigan) (NC A&T)
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)
Beverly Vagnerini (UNCW)
Traci Settlemyre (proxy for Lee Rayburn) (WCU)
Forrest McFeeters (proxy for Glen Holmes) (WSSU)

TLTC Staff:

Laura Rogers (UNC-TLTC)
Frank Prochaska (UNC-TLTC)
Hilarie Nickerson (UNC-TLTC)

Ex Officio Board Members:

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

Absent:

Arasu (Nick) Ganesan (FSU)
Velma Blackmon (ECSU)
Andrea Eastman-Mullins (UNC-TLTC)
Mary Reichel (ULAC)
JoAnn Pearson (UNC Alliance)

Welcome and Roll Call

Approve minutes of November 18 meeting

- Minutes approved as submitted

Executive Director Report (Frank)

- Frank welcomed new Board members (Sandra Huskamp, Dr. Yogi Kakad)

- Budget
 - 2% reversion took place just before Thanksgiving; budget was reduced by 2%
 - TLTC planned for this so \$12,400 has been taken
- Campus visits have begun. They have been well organized and seem to be beneficial to campuses and TLTC staff
 - Nov. 19 at UNCA
 - Nov. 20 at WCU
 - More to take place in the spring
- Schedule of Board meetings for Spring 2004
 - Face to face
 - Friday, Feb 6 next face to face meeting (at UNC-GA Board Room)
 - Wednesday, May 26 face to face
 - Last week of July for face to face
 - Video Conferences
 - March through July
 - 2nd Wednesday of each month, 2 - 4 pm
 - January
 - Frank will look for time the week of January 19th, perhaps on Wednesday morning. If that doesn't work Frank will look for other time.
- News Item
 - SCT has been purchased by SunGuard
 - Robyn will watch this carefully

Large Enrollment Course Redesign Planning Project - Sallie and Steve

- Heard from 6 campuses, 5 indicating they'd like to participate:
 - UNCA
 - UNCC
 - UNC-CH
 - UNCG
 - NC State
 - NCSA - not at this time
- Anticipate bringing in a consultant the end of January or beginning of February
- Steve will send out reminder to CAOs from whom he has not heard

Spring 2004 Conference Update (Hilarie)

- Close to having the contract with Hilton Charlotte University Place
- March 3rd-5th are likely dates (Note: March 17 – 19 were finally selected)
- Getting ready to send out the request for proposals for conference management.
- Board members should ensure the call for presentation proposals is distributed as soon as possible.
- Will also work with the Faculty Assembly to distribute call for proposals

- Concern was expressed regarding the timing of the announcement of the call for proposals; faculty may not see the message until mid-January
- May have to shorten registration period to allow time for proposals to be submitted

Interest Groups Update (Laura)

- Facilitators have been meeting by video conference
 - Each group is working toward having a strong presence at the conference
 - Each group will make some sort of presentation or workshop
- Could interest group members be recognized at conference via indication on nametag?

Committee Reports

- Planning and Assessment committee
 - No report
- By-laws committee
 - Have begun email exchange
 - Need to elect a chair
- Finance Committee
 - Submitted budget for approval
 - ECAR subscription has been added
 - Unallocated \$9K could be allocated for:
 - Professional Development Portal: \$1500 stipend for editors
 - Support for interest group activities
 - Consultants/workshops for large enrollment course redesign project
 - If Robyn can return some of the reverted budget back to us, then we will have more than \$9K to allocate
 - Further allocations will be postponed until January
 - Budget passed as submitted

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

- Dr. Kakad summarized the resolution (concerning software for faculty use) put forward by the Faculty Assembly requesting that the TLTC conduct a survey of all 16 campuses to assess the current software usage and future software requirements of faculty.
 - Potential cost savings through collaborative procurement
 - Could greatly facilitate the sharing of software among campuses, allowing faculty access to software not otherwise available on their home campus
- Frank indicated that the project is large and we have the opportunity to bring together a body of data that is not currently available.
- The Board suggested that we invite Tom Warner and JoAnn Pearson to the January Board meeting and devote part of the agenda to discussing our observations regarding the resolution

New Business

- Betsy
 - Has been talking with CAOs and Faculty Assembly about a peer review process for faculty who use TLT in their courses
 - Gerry Hanley (from MERLOT) has sent Betsy materials and has indicated an interest in assisting with training
 - Betsy asked for volunteers to join a working group to look at this initiative; Betsy will send document out to the Board summarizing this request

Adjourn

- The meeting adjourned at 3:00