

**UNC TLT Collaborative Board Meeting**  
**Wednesday, May 18, 2005**  
**9:30 a.m. – 2:30 p.m.**

**Present:**

**Board Members:**

Sharon Pitt (NCSU)  
Brenda Shaw (NCCU)  
Steven J. Breiner (ASU)  
Chris Weaver (ECU)  
Kimberly Stevenson (ECSU)  
Scott Simkins (NCAT)  
Jill Lane (NCSA)  
John Myers (UNCA)  
Kathy Thomas (UNC-CH)  
Ray Purdom (UNCG)  
Maurice C. Mitchell (UNCP)  
Beverly Vagnerini (UNCW)  
Bob Orr (WCU)  
Forrest McFeeters (WSSU)  
(proxy for Glen Holmes)

**TLTC Staff:**

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

**Absent:**

John Brooks (FSU)  
Sallie Ives (UNCC)  
Laura Rogers (UNC-TLTC)  
Yogi Kakad (Faculty Assembly)  
Betsy Brown (OP-AA)

**Others Present:**

Bill Randall (NCCCS)

**Board Member Emeritus:**

Henry Schaffer

**Welcome and Roll Call**

Sharon Pitt called the meeting to order at 9:35

**Approve Minutes of April 13 Videoconference**

Minutes were approved as amended

**Election of Board Chair**

- Nominating committee (Steve, Sallie, Chris and Bob)  
Committee asked for nominations via email; three names on the ballot: Sharon Pitt, Brenda Shaw, Kathy Thomas
  - Sharon Pitt was re-elected
- Elections for other Board officers will be held at the first meeting of the Fall Semester.

**Executive Director Report and Budget Update**

- Frank welcomed the 16 Board members; all 16 were reappointed for 2005-06.
- Frank will give final budget sheet for the year at the June 15 videoconference
  - We are on track to spend all of our budget
- Conference budget
  - Total cost of conference approximately \$120,000; last year \$123,000

- We were 20% larger this year than last
- Primary cost differential: we used 25% fewer sleeping rooms; food and AV costs were less.
- We allocated \$134,000 for the conference budget
- Recommendation from Faculty Assembly was to leave registration fee the same this year; \$125 was an appropriate amount
- We want to look carefully at the issue of vendors for next year. Vendors want to sponsor the conference in some way.
- By and large all of the feedback was complimentary
  - Library representation was less than we desired
    - We will discuss future strategies
- Carolyn Jarmon is going to be here Monday, June 6 to do a workshop.
  - Workshop is for beginners as well as advanced faculty, staff, teams; many disciplines involved.
- Synchronous Learning Management pilot moving forward
  - We still have licenses for Elluminate
  - We are negotiating with Centra (June through December)
  - Will try to set something up with Horizon Live for this Fall
- Vista Pilot is progressing
  - Frank is meeting with six campuses
- Tom Warner is still talking with Blackboard about pricing for next year; should have pricing within next couple of days.

#### **Select Meeting Dates for Next year**

- Face to face: August, October, December, February, May
  - Wednesday August 31
  - Wednesday October 12
  - Wednesday December 14
  - Wednesday February 15
  - May -- date will be chosen pending commencement schedules
- Videoconferences, Wednesdays 2 – 4pm: Sept. 14, Nov. 16, Jan. 18, March 8, April 12, June 14

#### **Discussion of UNC/NCCCS Collaboration**

- Bill Randall joined the meeting for the discussion
- What kinds of ways can the two systems work together in the area of TLT?
- Bill distributed handouts about the NCCCS
  - Overwhelmed by success, no money for distance learning
- What are the highest priorities for collaboration?
  - Stay student focused
  - Build on our articulation agreements that are already established
  - Can NCCCS take advantage of UNC's membership in MERLOT?
  - Training materials
  - R&D efforts
  - Keep effective communication routes alive; we have to know there is a need.

- Interactive video conferencing capabilities should be leveraged.
- Think about how to support remote students
- Figure out strategies to schedule and share courses/programs
- Action items
  - Investigate MERLOT possibilities
  - Training compendium
  - Investigate challenges surrounding Internet 2
  - Learning Management Systems: opportunity to have a conversation between Tom Warner and counterpart in NCCCS
  - SAKAI (NCCCS has four schools interested)
  - Need list of potential collaboration projects and the associated benefits for each
  - Collaboration Group (Mitch, Chris, Bob, Hilarie and 4-5 volunteers from NCCCS) will develop the above list.

#### **Report/Discussion from Content Management System Subcommittee**

- Andrea summarized the responses from the campus focus groups; a handout was distributed
  - Committee recommends NOT distributing a web-based survey based on results of focus groups
  - Focus group results indicated that faculty are concerned about intellectual property rights
  - There are activities that the TLTC has already begun that can help overcome or educate about the perceived barriers
  - E-learning commission (senate bill 1052)
- At the state legislature level, repositories are being considered
- Possible steps the TLTC can support in content sharing:
  - Assessment instruments
  - Best practices in the training compendium
  - Put together a statement on faculty concerns about intellectual property
  - Offer educational programs on intellectual property rights
  - Start the work at the campus or discipline level
  - Promote large course redesign effort as sharing content
  - Investigate cheap storage solutions – storage space is desired
- Good next step is to understand more about the fears and perceived obstacles of faculty members
- Andrea will report back to the subcommittee
- Faculty Assembly should be involved.
- TLTC staff will consider next steps

#### **Discussion of Synchronous Learning Management System Task Force**

- SLMS task force is organizing now: What information should be in its final report?
- Instructional evaluation vs. technical evaluation
- Strength and weaknesses

- Administration: how easy or hard is it to use from the faculty and administrator perspective
- We should develop a rubric (committee is developing this)
- Integration into course management system
- Hosted vs on site
- Flexibility to be able to share
- Integration with our authentication systems
- How much of a system infrastructure strain is it
- Integration with back-end systems
- Ask vendor for name of someone in educational institutions who would be willing to speak to us

## **Lunch**

Two Demonstrations

Blackboard / MERLOT demo at Blackboard building blocks showcase (Ray)

Cloe.on.ca (Co-operative Learning Object Exchange website) (Hilarie)

## **New Web Site Graphics Demo**

Andrea demonstrated mockup of new web site graphics

Any Board member or Interest Group Leader can have access to update the content

The Board made slight suggestions, and TLTC staff will move forward over the summer to implement

## **SAKAI Conference**

- Team of ten will be going from UNC System
- NCCCS may be sending representatives as well
- Hilarie reported that Cal State is thinking about this from a system level
- We need to discuss what we'd like the team to bring back
- Steve suggested the team go through the conference program carefully to assure we have answers to the questions that we have
  - Steve will coordinate that effort
- Board members should compile a list of questions and send them to Steve
- We should develop a matrix to evaluate
- ASU will have an installation available for TLTC to test

## **Process for Selecting Interest Group Facilitators**

- Discussed this with the current facilitators
- Identify new facilitators before annual conference; announce names at conference
- Old and new facilitators will overlap and work together during a transition period.
- Perhaps move towards two-year terms for facilitators

## **Planning for 2006 UNC TLT Conference**

- Presentation of the options that the conference manager has found. Many people find Wednesday-Friday as a good selection of days, since there are objections to traveling on Sunday. Location near the center of the state minimizes travel and room costs for participants.

- Discussion on various ways of merging presentations to avoid the need for so many simultaneous sessions
- It appears that the Hilton North Raleigh on Wednesday-Friday, March 15-17, 2006 is the best choice. The Board agreed on this site and dates for the 2006 Conference.
- Program Committee: had faculty, staff, Board Members. Please nominate people from your campus (send to Hilarie) to serve on this committee. It needs to start meeting in June to lay out program details. Announcement and call for proposals should go out in August.
- A conference theme needs to be selected. Collaboration/doing more together is one possibility. Please send suggestions to Hilarie.
- Vendor fees - Chris suggested that a portion of this money be used for faculty fellowships to do research on topics of interest to TLTC. Then these faculty could also present at the next conference. (We could also use operating budget funds for this purpose.)
- We've been gradually increasing the vendor presence - how much should be done? What can vendors add to conference content?
- What is the best use of vendor money? Rather, what is the best use of our overall budget? What are our priorities?
- Discussion on how to bring in new people, and on the value of doing this.
- The NCCCS Distance Learning Alliance Conference May 2006 in Asheville at AB-Tech. will have a K-20 focus. Bill Randall suggested that we look at ways to collaborate between the two conferences.

### **Brief Committee Reports**

**Planning & Assessment** - Steve Breiner -is working with a researcher who will do a project surveying campuses for assessment activities.

**PDP Oversight:** no report

**Finance Committee:** no report

**Nominating Committee:** In the fall, please volunteer to run for an officer or standing committee position or nominate someone

**Bylaws committee:** Sent out report of proposed bylaws revision. Please return comments and concerns to Chris by a date specified by Chris in an e-mail to be sent sometime after today's meeting. Chris will summarize and send out a final copy for discussion at the August meeting. Mitch pointed out that this is a dramatic change in the bylaws. Color coding: yellow shows differences. Gray indicates grammatical or other non-substantive changes.

**Alliance:** Seven campuses with Oracle site licenses have been increased to 14 (all but School of the Arts and ECSU). Banner is taking hard work and more systems have been implemented, and more are in place to go live.

**Action Items:**

- Check campus graduation dates for 2006 and send in acceptable May dates for face-to-face Board meeting.
- Contact Steve by June 6 with SAKAI questions.
- Bob will send out reminder for nominations, and for participation on standing committees which will have vacancies due to rotation.
- Chris will send out reminder for reviewing bylaw changes.

**New Business**

Ray - presented a MERLOT flyer for new faculty. He will email it to everyone. Campuses might consider using it for new faculty orientation.

Hilarie - since the NC budget process is uncertain, are we starting too late in the fiscal year to decide on our projects. Discussion ensued about how much we have already decided for next year. There were suggestions that we prepare a budget and also include time to help us determine what should be done. The staff will bring a list to the August meeting.

**Adjourn 2:15pm**