

**UNC TLT Collaborative Board Meeting**  
**Wednesday, October 13, 2004**  
**10:00 – 3:00**  
**UNC General Administration Building, Board Room**

**Present:**

**Board Members:**

Sharon Pitt (NCSU), *Chair*  
Steven J. Breiner (ASU)  
Chris Weaver (ECU)  
Scott Simkins (NCAT)  
Brenda Shaw (NCCU)  
John Myers (UNCA)  
Sallie Ives (UNCC)  
Kathy Thomas (UNC-CH)  
Ray Purdom (UNCG)  
Maurice C. Mitchell (UNCP)  
Beverly Vagnerini (UNCW)  
Traci Settlemeyre (proxy for Robert Orr) (WCU)

**Ex-Officio Board Members:**

Jo Ann Pearson (OP-Alliance)  
Betsy Brown (OP-AA)  
Yogi Kakad (Faculty Assembly)

**TLTC Staff:**

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

**Board Member Emeritus:**

Henry Schaffer

**Absent:**

Kimberly Stevenson (ECSU)  
John Brooks (FSU)  
Jill Lane (NCSA)  
Forrest McFeeters (proxy for Glen Holmes) (WSSU)  
Mary Reichel (ULAC)

**Welcome and Roll Call**

- Sharon Pitt called the meeting to order at 10:10am

**Approve Minutes of September 8 Videoconference**

- It was noted that Betsy, Andrea, Dixie were not there; Traci and Jill were there.
- Motion to approve minutes as amended was passed

**Executive Director Report (Frank)**

- Three major initiatives
  - Blackboard
    - Bb held events at UNC CAUSE
    - TLTC members had videoconference on September 29, drafted questions
    - Bb has scheduled two sessions at EDUCAUSE
      - CIO session on Wednesday, October 20
      - Session for all UNC participants on Thursday, October 21
    - Frank has scheduled follow-up videoconference on Wednesday Nov. 3 from 10-12
      - Hope to have responses from Bb in writing by November 3
      - Talk about what we've heard at UNC CAUSE and EDUCAUSE sessions thus far

- Subcommittee is meeting to begin talking about requirements and what type of system would work well for campuses.
  - WebCT
    - Tomorrow, Frank, Robyn, Tom and Vijay will meet via phone with WebCT
      - Will explore the option of using appropriation to set up a license to VISTA that would be hosted by MCNC, let all WebCT campuses have full access so they can have a sense of how to use Vista.
      - If the University cannot get additional funding for a perpetual license, then campuses will have had the experience with VISTA and can decide if they want to purchase VISTA
      - Frank will ask WebCT campuses what they would like to see in this proposed model.
      - Henry mentioned that it may be more cost effective to ask one of the campuses to host VISTA rather than MCNC
  - Elluminate
    - A contract should be signed soon that gives the TLTC 50 (for free) seats for 90 days. If we want to extend the contract, we will pay \$2500
      - Hilarie, Andrea, and Laura have already had some training; they can schedule demos/meetings
      - We have freedom to use seats as we want
      - Campuses can try Elluminate
      - We should try to keep things simple
      - Agreement allows campuses to purchase their own trial 25-seat, 90-day Elluminate license for \$2500
      - Elluminate is willing to come to GA to do training for staff and campus representatives.
        - Frank will schedule sometime in mid-November
          - Would like to be able to participate remotely, also
      - Steve said that Web Forum provided 50 seats to ASU for the semester for no fee
      - Beginning January, Centra will likely give the Collaborative access for Spring
      - Negotiations are also underway with Horizon Live/Wimba
      - Betsy suggested talking to foreign language departments for possible use
    - Open meeting law applies to meetings held via Elluminate
- NLII is coming up at the end of January
  - OP has 5 free registrations; if we know of anyone who would like a free registration, we should let Frank know
- Frank found out yesterday that there is a possibility that the TLTC Executive Director and the Alliance Executive Director may have to move out of GA Building, that would mean that we have to pay for office space -- it will affect our budget, likely \$700-\$1000/month. This could happen as early as the spring.

## **Budget Discussion**

- Brenda reported that the Finance Committee approved the proposed budget. She distributed the budget sheet
  - Steve suggested amending the budget such that the unallocated amount (\$5838) be set aside for office space/moving expenses.
  - Hilarie asked if graphic design support for printed Conference materials was included in the budget
    - It is not included, but there may be some flex in the Conference budget
    - The Board agreed that there is enough wiggle room in the Conference budget to cover that cost.
  - The budget was passed as amended
- The Conference budget (draft) was distributed
  - Frank suggested that we revisit the Conference budget in January.

## **Update on Conference and Vendor Discussion**

- \$125 UNC Conference fee has been previously approved by the Board
  - Other fees need to be established
    - UNC 1-Day fee: \$70 suggested
      - Motion approved
    - Non-UNC full registration: \$195
      - Motion approved
    - Non-UNC 1-Day registration: \$110
      - Motion approved
- Plenary speakers
  - Diana Oblinger will be plenary speaker on Wednesday
  - Negotiations are underway for a speaker for Thursday
- Laura reported that there are around 40 proposals that have been received
  - Frank suggested that we extend the proposal deadline 10 days until Oct. 25
    - Motion approved
- Frank reported that names were suggested for invited speakers
  - 1/3 of the suggested speakers have been invited by the Invited Speaker Committee; the others will be invited to submit a proposal
- Frank distributed a document describing vendor sponsorship opportunities
  - Frank asked for comments on the various opportunities
  - Frank asked for suggestions for vendors

## **Report on NLII Learning Environments Focus Session (Sallie)**

- Sallie distributed and reviewed an “Overview of the NLII focus session on Learning Environments” document

## **Hesburgh Award Discussion and Request for Information**

- Frank reported that President Broad is going to recommend the TLTC for the Hesburgh Award.
- Because we are a University system unit, we have not collected some of the data requested.
  - Get best possible understanding for how the TLTC has helped or inspired undergraduate education.

- We don't have those data
- Need campuses to provide statistics/data to Laura
  - Need names of people that can be contacted so examples could be showcased
- We need to send Laura data soon: impact the TLTC has had on Teaching and Learning
- Steve suggested deploying a survey sent directly to Conference attendees.
- Laura would like information regarding how being a Board member has helped you.

#### **Ad-hoc Committee on TLTC Continuance Report**

- The group has met by phone
- Sharon and Steve will be drafting a list of questions for Board members.
- Building on work being done by Planning and Assessment Committee and Hesburgh application.

#### **Survey Questions for Institutional Research Surveys**

- Frank distributed the “UNC Office of the President Surveys: Survey Research Work Group”
  - All surveys are being examined for their usefulness (or lack thereof)
  - Various groups are being asked for feedback regarding questions
  - The Board recommended:
    - Focusing on learning
    - Focus on learning effectiveness
    - TLTC will offer to have a volunteer on the committee

#### **Large Enrollment Course Redesign Project Update**

- Sallie is writing up a report for the Provosts
  - She had done a compilation of things we've done
  - Sallie is taking a look at what's going on nationally
    - Using Pew methodology
    - Using Pew methodology independently
    - Not using Pew methodology
    - Discipline-based initiatives
    - Other
  - She is trying to find
    - The carrots to encourage participation
    - The kind of support that is needed for development and implementation
    - What kind of accountability is upon the faculty (learning plan vs. no learning plan)
- How can we serve campuses that may not have been involved initially, but may want to be involved now
- Next Thursday, there is a teleconference: Large Course Redesign
  - Ray will send out announcement
- School of Business at UNCG is hosting Carolyn Jarmon to talk about large course redesign on Friday, November 12.
  - The morning session is open for anyone

### **MERLOT Project Update**

- Hilarie is looking for campuses to host workshops the 2<sup>nd</sup> or 3<sup>rd</sup> weeks of November
- Hilarie will send out the content of the workshops

### **Brief Committee Reports**

- Planning and Assessment
  - Recent teleconference
    - Need to review Operating Plan and Strategic Plan
    - The work being done for the Hesburgh Award will help inform the work being done by the P&A Committee.
- By-laws
  - Mitch received no suggestions regarding by-laws
- Portal Oversight (POC)
  - No report
- Alliance
  - Campuses are moving forward with Banner implementation
- Faculty Assembly
  - Had meeting with E-learning Policy Council faculty support subcommittee

### **New Business**

- UNC-G is hosting 2005 Lilly South Conference on College and University Teaching
- If any members want to record anything, Laura has an audio recording device
- Steve proposed: TLTC take the lead on establishing a process for peer reviewed technology-enabled course content.
  - Division of AA (Betsy) has previously worked on developing such a program
  - Ramping up to enough disciplines is an issue
  - How is it sustained?
- Broader strategy surrounding learning management systems
  - Sharon will take the lead on this for the next face to face meeting
- Cheating w/technology is getting to be more prevalent
  - Henry will send a note to the Board pointing to his talk
  - He will be doing a seminar in the spring
  - At Charlotte, student use of Turn-It-In has mushroomed
- Frank would like a future update from anyone going to the Supercomputing Conference

### **Adjourn**

The meeting adjourned at 2:30