

UNC TLT Collaborative Board Meeting

UNC General Administration Building, Board Room
Wednesday, August 31, 2005
10:00am – 3:00pm

Present:

Board Members:

Sharon Pitt (NCSU), Chair
Steven J. Breiner (ASU)
Kimberly Stevenson (ECSU)
Chris Weaver (ECU)
John Brooks (FSU)
Brenda Shaw (NCCU)
Susan Keely (NCSA)
John Myers (UNCA)
Sallie Ives (UNCC)
Bob Henshaw (UNC-CH)
(proxy for Kathy Thomas)
Ray Purdom (UNCG)
Maurice C. Mitchell (UNCP)
Beverly Vagnerini (UNCW)
Robert Orr (WCU)
Forrest McFeeters (WSSU)
Betsy Brown (OP-AA)
Yogi Kakad (Faculty Assembly)
Amy Dykeman (ULAC)

TLTC Staff:

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

Absent:

Scott Simkins (NCAT)
Laura Rogers (UNC-TLTC)
Jo Ann Pearson (OP-Alliance)

Welcome and Roll Call

- Sharon Pitt called the meeting to order at 10:00

Approve Minutes of June 15 Board Videoconference

- Minutes were approved as submitted

Select May 2006 In-Person Meeting Date

- Board selected May 17, 2006 for spring face-to-face meeting. Board also suggested TLTC meeting schedule be posted on TLT web site.

Election of Vice Chair, Secretary, and Standing Committees

- Vice Chair – Brenda Shaw elected
- Secretary – Beverly Vagnerini elected (Special note: Board recognized Kathy Thomas for years of services as TLTC Board Secretary. Thanks Kathy!)
- Standing Committees
 - Finance Committee – Chair: Brenda Shaw (returning)
 - Robert Orr
 - Scott Simkins

- By-Laws Committee – Chair: Chris Weaver (returning)
 - Betsy Brown
 - Mitch Mitchell
- Planning & Assessment Committee – Chair: Sallie Ives (returning)
 - Steve Breiner
 - Beverly Vagnerini
 - Kimberly Stevenson
- Portal Oversight Committee – Chair: To be elected by committee.
 - Scott Simkins (returning)
 - Steve Breiner (returning)
 - Henry Schaffer (returning)
 - Betty Ladner (returning)
 - Ray Purdom
 - Amy Dykeman
 - Beverly Vagnerini (invited participant)

Executive Director Report

- Frank distributed the 2005-2006 TLTC Draft Operating Budget Allocations
 - 05-06 draft budget includes a 1.72% cut for 2005-2006 (approximately \$11,000 reduction in operating budget).
 - Adjusted budget with 1.72% cut = \$204,216 rather than \$215,237.
 - Remaining unallocated funds = \$11,521.
 - Budget discussion to be held later in the agenda
- Conference update will be later in the agenda
- 2004-05 TLTC Annual Report to be sent electronically in the near future.
- Frank asked the Board to send TLTC related presentations to him for inclusion in the annual report.
- As part of the 2005-2008 Strategic Planning cycle, the TLTC staff is working on the 2005-2008 Operating Plan.
- TLTC staff is developing the first draft of a rubric for evaluating all TLTC programs and projects.
- Follow-up from May Board meeting with Bill Randall, a UNC/NCCCS joint committee was formed consisting of five Board members (Frank Prochaska, Chris Weaver, Mitch Mitchell, Bob Orr, Hilarie Nickerson) and five community college administrators. They have met once and are planning to meet monthly. One major topic of the committee discussions is House Bill 1264.
- Background information on House Bill 1264
 - Directs the UNC System and Community Colleges to work more closely together using online techniques to promote economic and workforce development.
 - Study results will be available in December 2005 and will be used as a guide for collaboration
 - Possible collaboration areas include LMS, shared repositories, and open source opportunities
 - Potential curriculum target areas include Teacher Education and Health Sciences

- Interest Groups
 - Adding an Open Source Group. Laura Rogers is the TLTC staff liaison to this group
 - Board is asked to send nominations to Laura for the Open Source Interest Group facilitator.
- MERLOT
 - There is a new workforce development initiative within MERLOT
 - Board will be asked to nominate a MERLOT liaison from their campuses this year
- Compendium Series update
 - There will be some 450 resources in the Training Compendium later this semester
 - An Information Literacy section has been added
- Update on Content Management System Project
 - Focus groups showed that faculty are reluctant to share electronic teaching content and are concerned about intellectual property rights, etc.
 - This year, the TLTC will work with the Faculty Assembly to obtain more information on these issues.
- WebCT Vista Project
 - Steve Breiner is serving as the institutional administrator for the four non-licensed campuses (ASU, UNCA, UNCW, WCU) in the Vista Project.
 - Sharon Pitt reported that NC State is running live with Vista Fall 2005. NCSU has over 10,000 students enrolled using Vista 3 and over 15,000 unique students using WebCT Vista and CE.
 - UNC Charlotte will be testing Vista 4 during Fall 2005 semester
 - Vista servers are located at MCNC now
 - The Vista Pilot Project is effective through December 2005. Participating campuses are to let Frank know if they are interested in having continued access to Vista beyond December 2005.
- Blackboard and UNC-Chapel Hill are sponsoring a statewide e-Learning Workforce Development Workshop on Tuesday, November 1 at the Friday Center. The workshop will address K-20 approach to e-Learning and workforce development. This will be an all day session.
 - All TLTC Board members have been invited
- Hilarie Nickerson will continue to work for the TLTC .75 time this fall
- Andrea Eastman-Mullins is moving to Florida this fall. She will continue working full-time from her home for the next several months.

2006 Conference Update, Draft Budget, and Discussion (Frank)

- Andrea reported that many improvements have been made to the conference web site
- Everyone complimented the new site and planned conference enhancements
- Enhancements include published Conference Proceedings and a Collaborative Café. The Conference Proceedings will be recorded on CD's and distributed to attendees after the conference. Participation in

Conference Proceedings will be voluntary to presenters. Henry suggested we make presenters aware that the Conference Proceedings would not be categorized as a formal reviewed publication this year, but possibly this could be considered in the future. The Collaborative Café is a web site available to prospective presenters to promote collaborative opportunities

- The Board approved the Call for Proposals for the 2006 TLTC Conference.
- Frank reported the conference attendance has grown 20% each year and the TLTC staff is planning for 450 UNC participants at the March 2006 conference.
- Workshops will be held in the TRG building next to the Hilton to allow walking access to participants. Three computer labs will be setup and three technicians hired to oversee the labs.
- Proposed draft 2005-2006 conference budget includes some increase in sponsorship fees. Frank reported the draft budget is a conservative estimate.
- The Board approved the conference budget as presented
- Frank asked Board members to send him names of preferred vendors by September 13, in order to give these vendors first choice in participation before the solicitation for vendors is posted on the Web.
- Conference Program Committee questions:
 - Vendor tracks? Last year there were (5) 50 minute sessions, but no 30 minute sessions. Need to explore the possibility of both. Frank proposed possibly asking \$2,500 for 50 minute presentations and \$1,500 for 30 minute presentations.
 - Sharon suggested that vendors be encouraged to co-present with UNC attendees to highlight collaboration with the UNC System.
 - Henry reminded us that we need to remind vendor presenters not to focus on sales pitch presentations.
 - All agreed that more than five vendor presentations would be acceptable.
 - Friday afternoon option?
 - Should we consider Friday afternoon sessions including a lunch on Friday and possible on-your-own lunch on Thursday?
 - Possibly have a plenary speaker on Friday mid-morning?
 - All agreed we should explore having a plenary on Friday and end the conference at noon
 - Additional conference details will be discussed at the next Board meeting

Peer Review of Online Instruction (Hilarie)

- Establishing a small working group consisting of Hilarie, Steve, Betsy, and Jim Sadler along with involvement from the campuses

- Major purpose is to focus on maintaining the quality of online education and gather feedback for improvement
- Another possible focus discussed is faculty promotion & tenure recognition/rewards issues.
- Suggested models included Maryland Online where achievers receive a ‘Stamp of Excellence’.
- Sallie requested more details on this initiative. Hilarie is writing a summary and will send to the Board.

Current Campus TLT Interests and Initiatives (Sharon)

- Review handout and send any changes and updates to Sharon by September 13. Sharon will update the document and send to the group for additional comments

Demo of Updated TLTC Web Site (Andrea)

- New web site will be live next week
- Send any comments to Andrea
- Added Centra Pilot web page

Professional Development Portal (Ray)

- Ray demonstrated updates to the portal
- Bob mention that he is using RSS feeds to pull information from the Professional Development Portal into Western’s Luminis portal

New Media Consortium Membership Privileges (Ray)

- www.nmc.org
- Collaborative has a membership for \$8K, which includes 35 discounts to conferences and online events. Each campus gets full rights to online facilities, and 2 discount memberships to conferences and other events
- Ray is the contact person for additional information
- Ray will provide a summary for Board members to distribute to their campus community
- Ray demonstrated - Pachyderm – open source software. Provides the ability to create modules in Flash on their site and download as a zip file for later use.

SAKAI Pilot Program Discussion (Frank)

- *Optimized Learning*, vendor in Raleigh, supports open source solutions. They are offering a SAKAI pilot in the spring consisting of 1,000 seats for the UNC system
- Pilot would be offered through the spring semester with a kickoff event in November.
- Fee to participate is \$5000 and hosting is provided by *Optimized Learning*.
- Other Sakai news:

- Email Ray if you are interested in a test account for Sakai on the UNC Portal Sight @ Univ Michigan

Draft 2005-2006 Budget Discussion

- MCNC is charging \$3K per month to host VISTA servers for NC State
- Henry suggested Frank show full net/revenue data in future budget sheets
- Discussion concerning \$11,521 unallocated funds
 - Suggestions:
 - SAKAI Pilot
 - Access to an instance of SAKAI
 - Frank will summarize the Board's requests concerning the SAKAI pilot and bring to the Optimized Learning group.
 - Ray mentioned that faculty may be disappointed in the limited tools available which could cause a negative impact with faculty
 - Sharon suggested we explore the possibility of a UNC e-learning grant for additional funding for this initiative
 - Explore possibility of creating a white paper discussing the benefits of open source software and potential yields for UNC system. Open Source Committee will explore writing this white paper (Steve and Laura will lead this effort)
 - Board agreed that Phase I of this pilot should include free evaluation opportunities for participants
 - Phase II could include in-depth evaluation opportunities involving a participation fee
- Chris suggested offering an Instructional Technologist Professional Group conference
 - Possibly offer this as a pre-conference seminar at the TLT Conference
 - Hilarie and Chris will present a proposal at a later date
- Sallie proposed the possibility of additional funding for the Large Enrollment Course Redesign Project
- Henry suggested exploring additional MERLOT initiatives
 - Hilarie suggested using Centra or Elluminate for upcoming Merlot sessions
- The Finance Committee recommended approval of the draft 2005-06 budget as submitted. Motion passed.

Centra Pilot Report/SLMS Task Force (Andrea)

- SLMS Task Force met last week via Centra
- Reviewed rubric which is almost complete
- Also plan to evaluate Macromedia Breeze, Elluminate, Horizon Wimba
- Task Force will hold campus-led demonstrations of all four products
- For demonstration purposes, need a campus using Breeze (possibly Charlotte)
- Final report will be distributed in the Spring.
- Chris asked about MS Live Meeting
 - Not currently planning to evaluate MS Live Meeting
- Centra Pilot
 - Kickoff event held in July
 - Follow-up training held in early August via Centra
 - Centra support web site is online
 - Campus contacts are setting up classes
 - Anyone interested in participating should go to the TLTC Centra Pilot web site and complete the form
- Elluminate pilot expired, but we still have access to 50 seats until June 2006 through MCNC
- Send Andrea any questions or requests for use of the Elluminate seats
- HorizonWimba pilot scheduled for later this fall

Campus Visits Discussion

- TLTC staff wants to schedule visits to the campuses
- TLTC had five visits in 2003-2004 but only two visits in 2004-2005
- Send Frank suggestions on how to improve this program
- Some campuses invited TLTC staff to TLT-related events which proved to be very successful

Brief Committee Reports

- Portal Oversight Committee
 - Ray reported they will be meeting soon
- By-Laws Committee
 - Chris reported the revised By-laws will be presented and discussed at the October Board meeting
- Nominating Committee
 - Not planning to meet until next year
- Finance Committee
 - No report
- Planning Committee
 - Will be creating rubric for assessing TLTC projects
 - Have not met yet

Action Item Recap (Sharon)

- Add TLTC Board meeting schedule on the TLTC web site
- Send campus nominations for Open Source Interest Group Facilitator to Laura Rogers
- Send campus MERLOT liaison contact names to Hilarie
- WebCT campuses that are interested in extending access to Vista beyond Dec 31st must let Frank know
- Email Sharon any updates to the Campus TLT Interests and Initiatives handout by September 13th
- Email Frank any TLT related presentations to include in the annual report
- Email Frank your preferred vendors for the conference by September 13th
- Ray is going to send out additional information regarding the NMC
- Steve is going to work on the Sakai white paper
- Steve and Frank are planning a phone conversation with *Optimized Learning* regarding the Sakai pilot. Send any questions to Steve so he can develop a list for the discussion

New Business

- Mitch suggested we explore the possibility of holding Board meetings at different campus locations. This didn't work well in the past but we may explore for future meetings.

Handouts

- Agenda – TLTC Board Meeting – August 31, 2005 (Frank)
- 2005-2006 TLTC Draft Operating Budget Allocations (Frank)
- Call for Proposals: 2006 UNC TLTC Conference (Frank)
- 2006 TLT Conference Budget (Frank)
- TLT Conference – Sponsor and exhibitor opportunities (Frank)
- UNC TLTC Institutional Priorities (Sharon)
- Handout – Pachyderm Openware (Ray)

Adjourn: 2:35 p.m.