

**TLTC Board Meeting Minutes**  
Tuesday, August 28, 2007  
UNC General Administration Board Room  
10:00am – 3:00pm

**Welcome & Introductions**

- Ray called the meeting to order at 10:00 am. The Board members and TLT staff members introduced themselves, as there are a number of new members this year.

**Present:**

**Board Members:**

Ray Purdom (UNCG), outgoing chair  
Steve Breiner (ASU)  
Chris Weaver (ECU)  
Reema Bhattacharya (FSU)  
Scott Simpkins (NC A&T)  
Bob King (NCSA)  
Donna Petherbridge (NCSU)  
John Myers (UNCA)  
Kathy Kyzer, proxy for  
    Charlie Green (UNC-CH)  
Jeff Stanfield, proxy for  
    Leah Kraus (UNCW)  
Anna McFadden (WCU)  
Forrest McFeeters (WSSU)  
Geri Vital, proxy for  
    Kimberly McGee (NCCU)

**TLTC Staff:**

Frank Prochaska (UNC-TLTC)  
Lori Mathis (UNC-TLTC)  
Hilarie Nickerson (UNC-TLTC)

**Absent:**

Kimberly Stevenson (ECSU)  
Bob Orr (UNCP)  
Henry Schaffer (Board Member Emeritus)  
Faith Dabney (UNC-TLTC)  
Laura Rogers (UNC-TLTC)  
To Be Named (NCSSM)  
To Be Named (UNCC)

**Visitors:**

Gloria Thornton (UNCG)

**Ex-Officio Board Members:**

James Sadler (UNC Division of Academic Affairs)

**Approve Minutes of June 13, 2007 Videoconference**

- Minutes were approved as submitted.

**Election of Board Officers (Chair, Vice-Chair, Secretary) and Standing Committee Members**

- Steve Breiner (Chair of Nominations Committee) and Chris Weaver conducted the process.
- Chair
  - Forrest McFeeters, elected
- Vice-Chair
  - Scott Simpkins, elected

- Secretary,
  - Donna Petherbridge, elected
- Finance Committee
  - This committee serves as an advising body for financial matters such as the budget, with meetings primarily held virtually (phone, SLMS).
  - Scott Simkins remains on committee as chair (due to role as Vice Chair of Board).
  - Anna McFadden and Bob Orr, elected as members
- Bylaws Committee
  - Bylaws need to be revisited in light of the addition of the North Carolina School of Science and Math to the TLTC Board, and may need other revisions as well.
  - John Myers remains on committee.
  - Chris Weaver and Reema Bhattacharya, elected as members
- Planning and Assessment Committee
  - This committee expects an active year with activities around strategic planning.
  - Bob King, Charlie Green, Leah Kraus, Kimberly Stevenson, Ray Purdom, elected as members
- Portal Oversight Committee
  - This committee supervises the Professional Development Portal
  - Chris Weaver and Ray Purdom remain on committee.
  - Reema Bhattacharya, Scott Simkins and John Myers, elected as members
- General Comments
  - Chris Weaver suggested that at the end of each Board meeting, that the committees report news and try to meet regularly.

### **Executive Director Report**

- Frank noted that there is no official budget information at this time; however, he anticipates the TLT Collaborative operating budget will be reduced by \$90,000 as compared to last fall.
- After the MediaSite presentation in June led by NCSU, MediaSite approached the Collaborative offering a systemwide pilot free of charge. The TLT Board has asked that the Collaborative not move forward on any additional vendor-suggested pilots until the Board drafts a policy regarding vendor-initiated pilots.
- The TLT Collaborative annual report is being written. (Robyn has reviewed a first draft and suggested organizational changes to the report).
  - Report will emphasize the Collaborative's projects in light of their efficiency, effectiveness, value added, with an emphasis on deliverables.
  - The report audience is high-level UNC Administrators.
- Robyn Render has announced plans to retire, and will stay on until her successor is named and here, probably sometime in the Spring.

### **Approve Call for Proposals for 2008 Conference and Update on Planning for Conference**

- Under Kathy Kyzer's leadership, the Program Committee for the 2008 Conference met over the summer. A draft call for proposals went out to the Board last week, and a new draft incorporating feedback was presented at the meeting for consideration.

- Conference theme (Mix it Up! Creative Combinations for Learning in North Carolina) was chosen to reflect the fact that a number of initiatives across the state are combining various technologies, pedagogies and strategies to improve student learning.
- A number of suggestions were made to the draft, with key points including:
  - Providing some examples of “model” proposals – if not in the call for proposals, then on the website.
  - Encourage students to attend the conference. Consider for future conferences (begin consideration for 2009 Conference): perhaps work with vendors to provide some scholarships for students to attend and present their TLT work.
  - Discussed that the TLT Conference is a really good place to present and discuss Scholarship of Teaching and Learning issues.
  - Call should direct folks to website.
- Reminder of important March 2008 Conference changes
  - New business model as conference is now entirely receipts based
  - Three areas need to be considered: (1) Raise funds by vendor sponsorship, (2) Raise funds by increasing conference registration fees, (3) Cut costs wherever possible
  - Prefer vendor sponsorship and cutting costs
- Will not have poster sessions at 2008 Conference to make room for additional sponsor exhibit tables.

### **Update on The University of North Carolina Online**

- The University of North Carolina Online has had a “rolling unveiling,” with announcements May 1, June 1 and July 1
- 140 degree and certificate programs are listed on the website
- The site is intended to recruit and re-direct prospective students to the campus programs
- Around 1200 courses for fall 2007
- 456 messages generated from potential students by the “contact me” forms
- The General Assembly has funded the budget request for this project (2 million recurring. 2 million non-recurring)
- Funding is being used to support marketing, infrastructure and campus efforts
- Work this year will include website editing ability for campuses, and a liaison for the UNC Online site/project will be hired
- Inter-institutional course registration process is of great interest, and is being developed now.

### **Update on CASTL Project**

- Over year ago Ray submitted a proposal to CASTL (Carnegie Academy for the Scholarship of Teaching and Learning) to promote system-wide, collaborative effort in the Scholarship for Teaching and Learning (SOTL) area. The proposal was accepted but a number of the original participants have moved on or are planning to move on.
- Primarily, Ray wants to identify mentors on each campus to help faculty with SOTL. He wants the Teaching Center directors at each campus to serve a coordinating role for the CASTL project.

- Instead of holding a new, separate SOTL conference, help faculty identify other conferences (such as the TLT Conference, Lilly Conference, and NCSU Assessment Conference) at which to share their work. Western Carolina will be doing a SOTL retreat this year instead of a SOTL conference.
- We need to remember that course redesign is a SOTL endeavor.

### **Update on WIKIS at UNCG**

- Ray discussed how UNCG has added the Learning Objects blogging/wiki “Building Block” to their instance of Blackboard (may be part of “regular” Blackboard in the future, but currently is an add-on)
- The use of wikis by faculty in courses has taken off at UNCG
- Faculty are using wikis to do group projects—it gives students a space to work together and develop resources on particular topic

### **Update on Cal State University’s Digital Marketplace**

- The Digital Marketplace initiative is an approach to addressing the needs of the California State University system in accessibility, affordability, choice and delivery of academic content. The initiative will leverage teaching expertise and instructional practices to improve efficiency and effectiveness.
- This is a potential model for dealing with rising textbook costs. Faculty will be able to create and organize lists of resources from various sources; the type of resources are defined very broadly (commercial publishers, faculty-generated content, “free” content, etc.).
- No definitive selection of a vendor, though they are working with Harvest Road Hive at the moment.

### **Update on TLTC Projects: LOR, Course Redesign, Open Source, Vista, BB Common Hosting, Elluminate, Online Quality Workgroup**

- Learning Object Repository (LOR)
  - Since 2006, the NC Community College System has searched for a vendor, with the involvement of the TLTC and a UNC steering committee that has included multi-campus representation.
  - A vendor has been selected and will be announced shortly.
  - Next steps will include an intensive testing phase, and then a more structured pilot.
- Course Redesign (CR)
  - \$48,000 in funds were awarded to support campus initiatives in this area (Spring 2007).
  - Preliminary reports from Fayetteville State indicate a successful redesign of Introduction of College Algebra, piloted this summer.
  - Campuses are being asked to report their progress to the TLTC now.
- Open Source

- Training in both SAKAI & Moodle was provided in July, with a number of campuses participating
- All campuses have access to SAKAI at this time
- Remote Learner (vendor) is providing access to Moodle as a “playspace” at this time
- The Collaborative has piggybacked on ECU’s project to conduct courses across multiple platforms (Blackboard, Moodle, SAKAI) and then evaluate them using a common rubric
- A formal evaluation rubric is being developed. Different types of evaluation will happen during the fall 2007 semester.
  - Functional evaluation (what’s in the tool)
  - End user/in practice evaluation
  - Business (total cost of ownership questions to campuses)
  - The open source evaluation initiative should give campuses some good data in spring 2008 to facilitate decision making.
- Fall 2007 – faculty are teaching courses across the various platforms for comparative purposes:
  - ASU – 75 courses in Moodle
  - ECU – 16 – 18 courses; ½ in Moodle, ½ in SAKAI
  - Charlotte – 5 Sakai
  - Pembroke – 3 Moodle
  - Asheville – 3 Moodle
  - State – 1 Moodle
  - Wilmington – 1 Moodle
- UNC Asheville is currently using WebCT Campus Edition 4.1 which expires in a year, so they have to make a decision fairly quickly.
- Vista
  - The UNC system learned a lot from the difficult time the four campuses had with the common-hosted instance of Vista in 2006-07.
  - The three campuses now being hosted by Blackboard will try to upgrade to 4.2 by December.
- Blackboard Common Hosting
  - Started with six different campuses.
  - Blackboard is in discussions with UNC-GA regarding acceptable shared hosting models.
  - Currently no decision/agreement. Blackboard is working on a proposal for what they would be willing to support.
  - The NCCCS & UNC licenses expire in June 2008.
- Elluminate
  - Group purchase was completed by the TLTC and six campuses
  - 355 seats total
  - Elluminate is allowing us to use these 355 seats as a pool, so a campus can use more than the number of seats it actually purchased, as long as there are un-used seats in the pool.
  - Consider doing some meetings/planning sessions for various activities in Elluminate

- Online Quality Workgroup
  - Have collected information from all 16 campuses about how each campus supports, promotes, and assures quality in its online offerings.
  - This information has been published in a Wiki and is now being analyzed.
- Other
  - Scott suggested that the TLTC staff create and send out a project matrix that details the current/ongoing projects, their resources, outcomes, linkages between campuses, etc.
  - Frank indicated that first the annual report should be finished, then this matrix/visual organizer could be worked on as a framework for strategic planning

### **Preliminary Planning Discussion for 2007-2008**

- Wednesday, September 19, the Board will hold an Elluminate session to begin strategic planning (today's meeting ran out of time)

### **Any Other Updates and Reports (Alliance, etc?)**

- An assistant director position as been advertised for the Alliance for the area of coordinated technology management.

### **New Business**

- Vendor pilot policy group discussion - Steve, Scott, Ray & Chris will work on a draft policy that will help us make decisions on how to work with vendors. Their objective is to outline procedures by which a vendor can make a proposal to the Board. This group welcomes input on their work.

### **Meeting Adjourned at 3:00pm**