

**TLTC Board Meeting Minutes**  
**Tuesday, October 16, 2007**  
**UNC General Administration Board Room**  
**10:00am – 3:00pm**

**Welcome & Introduction of New Board Members**

- Forrest called the meeting to order at 10:07 am.

**Present:**

**Board Members:**

Forrest McFeeters (WSSU), Chair  
Steve Breiner (ASU)  
Chris Weaver (ECU)  
Reema Bhattacharya (FSU)  
Donna Petherbridge (NCSU)  
Darlene Haught (NCSSM)  
John Myers (UNCA)  
Charlie Green (UNC-CH)  
Ray Purdom (UNCG)  
Bob Orr (UNCP)  
Leah Kraus (UNCW)  
Valorie McAlpin (UNCC)

**Ex-Officio Board Members:**

James Sadler (UNC Division of Academic Affairs)  
Sallie Ives (Faculty Assembly)

**TLTC Staff:**

Frank Prochaska (UNC-TLTC)  
Lori Mathis (UNC-TLTC)  
Hilarie Nickerson (UNC-TLTC)  
Faith Dabney (UNC-TLTC)  
Laura Rogers (UNC-TLTC)

**Absent:**

Kimberly McGee (NCCU)  
Kimberly Stevenson (ECSU)  
Scott Simpkins (NC A&T)  
Bob King (NCSA)  
Anna McFadden (WCU)  
Henry Schaffer (Board Member Emeritus)

**Visitors:**

Gloria Thornton (UNCG)  
Kathy Kyzer (UNC-CH)

### **Approve Minutes of September 26, 2007 Meeting**

- Minutes were approved as submitted.

### **Executive Director Report**

- Learning Object Repository. We are entering the testing phase of the Learning Edge system. In the spring, the community college system can use this as a production tool, and pilot studies will be implemented for UNC faculty usage across the UNC system. If various campuses want to use this system in a production mode, rather than a pilot mode, then those campuses will need to buy into the license beginning 2008-09.
- The course redesign project continues to move forward, with data to be collected at the end of the semester. For campuses that have not been involved but would like to get involved, let Frank know.
- Common hosting of LMSs. The three Vista campuses hosted by Blackboard continue to experience challenges. The upgrade to Vista 4.2 scheduled for October 6 was delayed to Thanksgiving weekend because preparations for the upgrade were not completed in time. Also, Blackboard has informed us that it does not support common-hosting of the Bb Learning Suite. One big lesson being learned is that common hosting is not trivial...
- Several Board members are going to EDUCAUSE, and they will share what they learn with the Board.
- Business practices are being examined on all 16 campuses related primarily to best practices with risk management. Ernst & Young is completing this investigation by conducting campus interviews.

### **Finance Committee Report (Bob)**

- The Finance Committee met on October 10 to work on a proposed budget for the year. A \*draft\* copy of the budget was shared with the Board, with the items highlighted in pink noted as “placeholders” for discussion.
- A general budget discussion followed. Frank noted that the operating budget was cut by \$90,000, and the Conference must be entirely receipts based this year.
- The budget was approved as submitted with the understanding that some refinement may be needed along the way, especially to the items in pink.

### **Update on Planning for 2008 Conference (Faith, Frank)**

- The TLTC staff have contacted around 100 vendors at this point, and already have two sponsors for the conference. There is an a la carte, tiered approach to sponsorship this year (platinum, gold, etc.) – with varied perks for sponsoring at different levels
- Around 157 proposals have been submitted to the Conference at this time. There are currently 23 reviewers and Faith is sending proposals to the reviewers asking for completed reviews by November 2.
- Registration for the conference is now open!

### **Updates on TLTC Projects (TLTC Staff)**

In addition to the projects mentioned in the Executive Directors report, the following are the TLTC projects discussed during the meeting:

- Open Source
  - Faith would like to hear from anyone who wishes to participate in SAKAI e-Portfolio training in November. She expects to have seats for around 25 people.
  - Each campus has free access to Moodle & SAKAI as a pilot if they wish to test either of these systems out.
  - There are three Open Source initiatives, distinguished by purpose:
    - Testing accounts (not meant to be in production) – Faith Dabney is the contact.
    - Formal evaluation project where Blackboard is being compared with open source. These may or may not be production courses, but they are in the evaluation project framework – Faith Dabney is the contact.
    - Participation in the NCCCS project to create a production course instance in Moodle hosted at MCNC. This is for anyone ready to migrate real courses from Blackboard to Moodle. – Lori Mathis is the contact.
  - Blackboard licenses expire June 30, 2008, for the system.
- Alliance
  - The Alliance is in the process of hiring an Associate Director to take Tom Warner's position as the system-wide head of collaborative procurement.
- Digital Marketplace
  - This is an initiative out of California State University meant to address affordability, accessibility and choice in textbooks. Ray noted that MERLOT will have a Digital Marketplace track at their conference next fall. See [http://www.calstate.edu/ats/digital\\_marketplace/](http://www.calstate.edu/ats/digital_marketplace/). Discuss with Hilarie if more details are needed.

### **Vendor Pilot Plan Update (Ray)**

- A preliminary plan on how to work with vendors who approach the TLTC Board with suggestions for system-wide software pilots was drafted by Ray, Scott, Steve & Chris. This plan was drafted to ensure that the Board appropriately looks at possible projects in light of the goals/objectives of the TLT Collaborative.
- Board members are asked to review the document and provide feedback. The document will be edited with changes suggested in the meeting and other changes from feedback, and sent out to the Board for a second review.

### **Report from NCSSM (Darlene Haught)**

- Darlene provided some information on the North Carolina School of Science and Math, a residential school for juniors and seniors. She described the school's initial efforts/strategic planning toward creating some online courses that may help meet the needs of their existing students and for students who are qualified to attend NCSSM, but could not be accepted due to space limitations.

### **Update on CASTL Meeting (Ray)**

- Ray applied to the Carnegie Foundation on behalf of the Teaching Center Directors across the state to participate in their program to promote the scholarship of teaching and learning (SOTL) systemwide. The UNC system is one of five systems participating in this initiative, with the University of Wisconsin being the lead system. The systems met to discuss their SOTL efforts. This group is interested in doing the following:
  - Developing a SOTL website
  - Identifying SOTL websites on individual campuses (please email any of these to Ray)
  - Creating SOTL samplers at this website that briefly describe SOTL projects that could be pointed to – thinking about using the Carnegie toolkit to create these
  - This group has a listserv, if you want to join to know what is happening, email Ray and he can add you to the listserv
  - Identifying faculty who would be SOTL scholars for course release/participating in SOTL activities
  - Holding a Webinar on “what is SOTL?”
- Other thoughts:
  - Focus CASTL effort to figure out how to improve student success/retention rates, as course redesign is really a SOTL effort.
  - Meeting attendees are currently working on a summary of their meeting, and as soon as it is finalized, they will email it to the TLTC Board and to the Teaching Center Directors. Teaching Center Directors will have a videoconference in November. They want to have a joint meeting for Teaching Center leaders & this Board – to talk about system-wide issues and initiatives.

### **Update on The University of North Carolina Online (Jim)**

- An immediate TUNCO priority is developing the capability for campuses to enter their own program information on the site, and they are in process for hiring a liaison to work with the campuses as an interface to the TUNCO website. They are also working on the course notification/course listing process that the campus registrars will use to list courses on the website. Over 1200 courses are listed this fall, with over 150 degree programs. Another big initiative is inter-institutional course registration, which they are hoping to have available Summer 2008 so that students can register across campuses. Another focus will be on quality assurance/quality enhancement of courses.
- The UNC Distance Learning Forum will be on the 1<sup>st</sup> Monday in December (same week as UNC CAUSE). East Carolina is hosting the meeting at the Friday Center facility. The Distance Learning group will also be having a Spring forum in conjunction with the TLT Conference
- Jim left a DVD with Frank for review regarding EPIC learning systems.

## **Planning Discussion for 2007-08 and 2008 - 2011 (Ray, Planning Committee)**

The planning committee, chaired by Ray, is charged with creating a strategic plan for the Board for 2008 – 2011. This committee will develop a draft for the plan. Initiatives and issues that might be considered in our planning process include:

- UNC Tomorrow
- Campus retention and graduation rate issues – every campus has goals in this area
- Preparing for 80,000 new students across the UNC system over the next 10 years
- PACE initiative – the accountability measures and the focus on deliverables
- PACE recommendations such as the importance of open source and sharing of faculty development
- The University of North Carolina Online
- Large enrollment courses and course redesign
- Online textbooks – high cost of textbooks is a hot topic
- CASTL
- Standardized and/or shared training for faculty who are teaching UNC online courses
- Quality of online courses/quality assurance
- Considerations of faculty using technology (teaching online) in light of current Tenure & Promotion policies
- Course redesign initiative – complimentary instructor redesign initiative
- Strategic communications with the campuses on the work of the TLT Collaborative
- Learning Object Repository

## **Other Updates and Reports**

- Ray – handed out Lilly conference flyers. Talk to Ray for more information about the conference.
- Donna – gave NC State update on LMS forums. See [http://wikis.lib.ncsu.edu/index.php/LMS\\_Strategy](http://wikis.lib.ncsu.edu/index.php/LMS_Strategy) for further information.
- Faith – is still looking to borrow laptops (20 – 25) for workshops at the TLT Conference –please contact Faith if you have laptops the conference can use

## **New Business**

- None

## **Meeting Adjourned at 3:03 pm**

**Next TLTC Board Videoconference, Wednesday, November 14, 2007, 2:00 - 4:00 pm**