



Teaching Learning Technology Roundtable Meeting Minutes for July 12, 2006

Present: Cindy Freeman, Cathy Craig, Gina Kamwithi, Ken Ekegren,
Sandra Luckie & Mike Renock-Welker

Absent: Terry Coleman, Katie Danielson, Lynn Damberger, Denise Hendershot, Carmen Morrison, & Chuck Stickleman

I. User Groups/Task Forces Update

- A. Blackboard – Carmen will be getting this group started this summer.
- B. Classroom Tech – Mission statement and initial projects and goals have been established and the group is beginning to work its first projects.
- C. Digital Divide – First organizational held meeting on July 7, 2006.
 1. Mission Statement – “To provide equal opportunity to those students who lack the hardware, access, or basic skills needed to use a computer and utilize the internet.”
 2. Initial Projects and Goals – Investigate existing community programs that relate to area internet connection options and training opportunities, look for grants – 6 months; look at establishing computer discounts for students, mobile lab for training purposes, Student Cyber Café – 1 year.
 3. Liaison people – Internal – Vickie Kissel – IT, Tom Prendergast – Research and Grants, External – IT Consortium, local libraries, local ISP’s, Ohio Learning Network
 4. Budget/Needs – None
 5. Assessment/Progress Markers – Survey faculty, staff, and students to get an idea of where we are today, establish a curriculum for basic skills.
 6. Meetings – Monthly; next two scheduled for 8/9/06 from 10a – 12p and 9/6/06 from 10a – 12p.
- D. DL Team – Gina is working on retro-fitting existing DL courses into a new uniform-looking Blackboard format beginning with the fall quarter. Students will be charged an additional \$20 lab fee for all alternate delivery sections and this is one way students will be able to recognize a visible difference between online sections taught in summer 06 vs. fall 06.
- E. Emerging Technology – Ken is still working on getting his group together for the first time.
- F. Information Literacy – First organizational meeting held on July 6, 2006.
 1. Mission Statement – To provide the opportunity for all North Central State College community members to have the lifelong learning skills to find, evaluate, and apply needed information.
 2. Initial Projects and Goals – To introduce awareness of Information Literacy skills and standards. To provide venues for the use, practice, and reinforcement of Information Literacy. To provide resources for instruction and use of Information Literacy.
 3. Liaison people – Don Plotts (6 months), Kate Peresie (Critical thinking across the curriculum), Dr. Bushner, Faculty/Staff Caucus (possible proposal)
 4. Budget/Needs – \$500 for reference books (hardback)
 5. Assessment/Progress Markers – 6 month milestones – Webpage established with links, multiple curriculum options, 10 reference books, 25 good articles, informational DVD.

One year milestones – create instructional DVD, create lessons on Information Literacy for existing courses, tie Information

6. Meetings – Monthly – Next on 8/24.

G. Open Source – Set initial projects and goals etc, but have had problems getting together of late. Will be meeting soon.

H. Tech Newbies – Denise will be holding an organizational meeting mid-late fall.

I. Proposed New Groups – Mrw presented proposals from the Classroom Technology group to establish two new TLTR sub-committees as follows:

1. Creating a “Keeping Current with Technology” Task Force –

Proposed focus: Analyze and prioritize areas where there are gaps between what tech/equipment we use to train students and what is used in a given field out in the real world. Group could also look for ways to make community/industry partnerships to address gaps.

Proposed composition: 1 representative from each academic division to be a coordinator for each division

Proposal Result: The group had discussion regarding whether this topic was appropriate for a TLTR sub-committee. A friendly amendment was made to have the proposed group look at this topic from the perspective of “Educational Technology College-wide” rather than narrowing the focus by specific field. The amendment was accepted. The amended proposal was discussed briefly and put to a vote and was unanimously passed by the TLTR. A contact was needed to organize this group. Mrw was nominated and accepted as initial contact. He will report back at the next meeting on progress in getting the new group organized.

2. Creating a “Flashlight Assessment” Task Force –

Proposed focus: Utilize our college license to the TLT Group’s extensive and award-winning Flashlight resources and instruments to administer, gather and analyze data for the TLTR and all sub-groups to determine effectiveness of tech use/perception with students and faculty. The group would be responsible for regularly developing and administering *one* manageable & user-friendly TLTR survey. The group would then provide survey data to TLTR and all sub-groups, so they can use the data to determine impact of projects and programs on increasing effectiveness of teaching and learning with technology.

Proposed Composition: 1 representative from each TLTR sub-group and a rep from the Assessment Committee. Each sub-group rep could bring a “wish list” of items that each group wants to collect data on.

Proposal Result: There was brief discussion of the proposal. The proposal was then put to a vote and the TLTR voted unanimously to add this user group. Mrw volunteered to contact each group chair and the assessment folks to organize this group asap. He will report back on progress next meeting.

II. Project Planning

A. Raise Awareness of existing campus technology resources

1. Proposal for a single TLTR Newsletter

Mrw brought a proposal from the Classroom technology group for a TLTR Newsletter: Proposed Newsletter focus: The group create a TLTR newsletter that could share content from each of the user's groups and promote brown bag lunches, etc. The newsletter could also help disseminate/share experiences using tech in classroom.

Proposal Result: There was discussion on whether or not the TLTR news could fit into an existing college publication vs creating something new. Round discussion ensued on various possibilities of current publications. Eventually, most of group determined that a separate TLTR newsletter is needed due to the volume of projects and activities being planned, as well as branding and recognition concerns. Additionally, it was pointed out that this would be an excellent tool to hit our strategic goals of raising awareness of campus resources, disseminating and sharing classroom tech experiences and demo/showcase effective tech. A friendly amendment was put forth that while the TLTR would undertake to produce its own newsletter, articles and features from the newsletter would be welcome to be made available to any other college publications that wish to pick them up. The amendment was accepted. Brief discussion ensued on the amended proposal. The proposal was put to a vote and the group unanimously agreed that the TLTR approved creating its own newsletter. Discussion ensued on how it could be sent to faculty/staff and frequency of publishing. The newsletter would be published quarterly beginning in mid-October. Mrw will compile articles from Each user group/task force, which will need to submit some type of article to include in the first edition by the end of September. The articles can be a case study, project profile, summary of goals/recruitment pitch, etc. of how your group would like to promote and showcase its efforts. Mrw will contact group contacts and chairs to inform them of this and will try and bring some kind of newsletter mockup to the next meeting.

B. Themed Brown Bag lunches – will take place from 12:00 p.m. – 2:00 p.m. on the last Friday of the month beginning in September and will be hosted by a TLTR user groups as follows:

1. September 29th – Open Source
2. October 27th – Classroom Technology
3. November 17th – DL Team

The TLTR team will be responsible for promoting/advertising these lunches to ensure good attendance. Once a room is confirmed, fliers can be drafted.

III. Faculty TLT Certification Program Proposal –

Proposal Focus: Creation of a Faculty TLT Certificate Program which includes 3 levels – Basic (16 hours of real-time training required), Intermediate (18 hours of real-time training required), and Advanced (18 hours of real-time + Capstone presentation to TLTR). Each level would have core courses and electives. After completion of each level, faculty would be eligible for recognition and some form of remuneration. Classes would be taught and certificate progress monitored by IT. Funding to come internally or from grants or both.

Proposal Results: The group went through the proposal and came up with the following amendments: flat remuneration of \$100 for adjunct members at each level; Full-time faculty, adjunct faculty, and full-time staff who also teach would be eligible to participate either on Professional Development Days or during a 1 week boot camp; additional elective of "Intro to Video Conferencing" added; Reworking of Intermediate core courses to give an elective option for Blackboard II, Dividing of PowerPoint into 2 separate courses with the

1st one having an elective opt-out; Moving of ADA Accessibility to the Basic Certificate; added Flat \$200 stipend option for full-time faculty at each level; Added other hardware option to Basic remuneration; added recommended electives for each level; Added Web Design II elective and Renamed elective to Digitizing Course Material. Amended proposal was put to a vote and passed unanimously. Mike will make the changes discussed and forward the proposal to the Faculty Caucus for endorsement/feedback. TLTR will then either revise per Faculty Caucus feedback or submit to both the MAC and Staff Caucus for endorsement as well. Will update at next meeting on progress.

IV. Draft TLTR Website Feedback – Mike will be working on putting together a website for the group.

V. Next Meeting – Wednesday, August 23, 2006 at 1:00p.m., F-127



Teaching Learning Technology Roundtable

*To promote quality, responsive lifelong
learning opportunities, with the effective
integration of technology.*

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