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Date: December 15, 2016

To: Tim Powers, Juneau TLTR
Kevin Maier, Room Usage Working Group

Cc: Provost Karen Carey
Robin Gilcrist, Co-Chair Regional TLTR
Kimberly Schulte, Co-Chair Regional TLTR

From: Lisa Hoferkamp *for* University of Alaska Southeast Faculty Senate

RE: Improving Classroom Technology

Dear Tim and Kevin,

At the December 2016 meeting of the UAS Faculty Senate, the charge of the Juneau TLTR and the charge of the Room Usage Working Group were discussed. I am writing to you now to communicate those charges and to share with you the general theme of the conversation that led to their development. I hope that this information will facilitate your efforts towards teaching needs at the Juneau campus of UAS.

The following charges for the Juneau TLTR and the Room Usage Working Group (RUWG) were adopted:

- The Juneau TLTR shall be dedicated to improving teaching and learning through the use of technology by engaging in dialogue among faculty, and staff and students to the extent that is necessary, to identify the best ways to implement, support, and utilize the information technology resources that are available to the Juneau campus of UAS and shall work closely with the Provost and any *ad hoc* groups to reach those goals.
- The Room Usage Working Group (RUWG) shall be responsible for the development of a mechanism that allows for room assignments based on capacity and technology needs and shall meet as needed with the chair of the Juneau TLTR to discuss efficient implementation of their work product.

The Faculty Senate and the Provost were especially interested in a collaborative effort between the Juneau TLTR, the RUWG and the Provost and asked that this desire be forwarded to the relevant parties. Maintaining an open line of communication with the Regional TLTR Committee was strongly encouraged. Inclusion of “technology needs” on annual PCO forms was discussed as a likely route to increased efficiency.

I hope that the information within this letter is helpful to the groups’ efforts. Please contact me if clarification or additional information is needed.

Thank you for your dedication to successful teaching at UAS.

Best Regards,

Lisa Hoferkamp

Lisa Hoferkamp
UAS Faculty Senate President