TEACHING LEARNING AND TECHNOLOGY ROUNDTABLE

Draft Minutes (10/30/00)

October 27, 2000

Approved: _____

Present: Alice Albrecht, Jonathan Anderson, Tia Anderson, Michael Ciri, Pat Fitzgerald, Mark Graves, Shirley Grubb, Shannon Kempton, Rebecca Moorman, Barney Norwick, Alice Tersteeg, Todd Walter, and guests John Attebury, Jeri Cary, and Robbie Stell. **Absent:** Michael Byer, Steven Hamilton, Steve Johnson, Susan Warner.

1. **Call to order**
   Robbie called the meeting to order at 10:40 a.m.

2. **Approval of Minutes**
   The minutes of 4/28/00 meeting were reviewed. Jonathan and Michael C. wanted to clarify that in that meeting the group agreed to set aside 5% of Technology Fee funds for special projects, and after monies are spent on infrastructure, the remaining amount would be available for special projects, in addition to the original 5% allocated. (Minutes will reflect that clarification) Approved as Amended.

   The minutes of 4/14/00 were reviewed. Michael C. noted that at the end of FY00, after infrastructure expenditures, there was approximately $24,000 left. Michael C. stated he spent the $24,000 for FY01 infrastructure, as the University doesn't like to carry over that much money into the next fiscal year. So $24,000 of the proposed FY01 infrastructure funds will be available for special projects. Minutes approved.

3. **Rotation Schedule**
   Michael C. stated that the Computer Center made a change to their rotation schedule. 14 Macintosh computers slated to be replaced were changed to 22 PCs instead. Michael C. consulted faculty and staff who confirmed that it's the PCs that are in demand, so they used the money to upgrade the labs and classrooms with PCs instead.

   On a related subject, Michael C. noted the cart of laptop computers, paid for by various campus academic programs, was a hit this year and he's waiting for the go ahead to order another cart for Juneau and another for Ketchikan and Sitka.

   Rebecca stated that the Library purchased one microform reader/printer with special project funds, and just in time; one of the old ones is dead. The other one requested has been added to their infrastructure; the purchase has not been completed. The microform machines are on an 8-year rotation schedule, and the public workstations are on a 4-year rotation schedule. The Library has purchased 12 workstations for the public area and 4 are in place to-date.

   Robbie discussed Media Services infrastructure including the $5,000 they received for the DVD burner, which was matched by statewide. She also informed the group that Susan is working on a $250,000 proposal for an instructional design center to be housed in Juneau, that will also support Sitka and Ketchikan.

4. **Budget Discussion**
   Robbie discussed the projected Technology Fee budgets for last year and this year. She stated that the budgetary projections were so high because the percentage increase that was automatically applied was probably too high and that the actual money received was probably closer to 2% over last year. Projected budgets for this year are $135-$136,000.

   Michael C. stated that Computing is waiting to hear from the President on a $51,000 pool for refreshing faculty and staff desktop computers. This funding is expected to continue for the next four years to update faculty and staff machines, with provisions to continue.

5. **Technology Forums/Training/Seminars/Faculty Development Planning**
   Robbie stated that we ought to hold forums that address technology awareness, provide hands-on training, emphasize skill building, develop expertise in faculty, staff and students during both Fall and Spring semesters. Jonathan stated that Shirley is going to poll the faculty at fall convocation for seminar ideas. Jeri stated that last year the TLTR had discussed having a forum where employers come to campus to talk to students about what technology skills they expect in new hires.

   - Alice A. suggested UAS set up a table at the State Office Building before the beginning of next semester, to entice state employees to sign up for classes. State employees can be reimbursed for classes related to work, and this could be a good source of new students for CIOS, Business and Public Administration. Robbie stated she'd like the idea turned over to Student Services.
   - Tia would like to see a Technology for Kids forum, where student parents and those in Early Childhood Development classes could learn about online educational tools for children. Tia said she'd like to see this as a child-participation forum.
   - Tia also said she'd also like to see a forum on Women and the Internet and/or something about women, especially for Women's History Month.
   - Michael C. stated that he'd like to do his yearly forum in February on UAS Online, to get suggestions and feedback from users.
   - Alice A. suggested a Media Services open house. Robbie liked the idea and delegated the coordination to Tia and the group that arranges the Friday night forums. [Tia, Lynn Shepherd, and Scott Foster]
   - Alice A., Shirley and Mark will arrange the forum Jeri mentioned; having employers come to discuss the technology skills they expect new hires to have. Edwell John of the Information Technology program has been arranging internships for his students, so he should be a good resource for compiling a group of employers. Perhaps we will have two forums, one during the lunch hour and one later in the day.

6. **Special Projects**
   There was lengthy discussion on the submission process. The group agreed to keep the proposal form live year-round, so students, faculty and staff can submit their ideas when they think of them, instead of waiting for a specific timeframe to be announced. John suggested that the group might want to consider having all requests available for viewing by anyone, to stop duplication and to spur ideas.

   The group discussed how there have been fewer special project requests in the spring semesters. Todd suggested that the reason might be because people who submit projects in the fall are under the misconception that if their project was turned down in the fall, it was because there was no money. Jonathan pointed out that each department has a representative

on the TLTR to communicate decisions back to that department. Money isn't the only factor in deciding which project to fund; other factors include whether the project could be considered infrastructure, be funded from other sources, receive matching funds, etc. Todd suggested that should this happen again, maybe the group should take a look at the previous semester's proposals that weren't funded and consider funding them. Jeri suggested that Alice A. include in any rejection letters that individuals should feel free to apply again next semester.

The group discussed whether to have one or two special project cycles this year, as we are getting started so late. The group agreed that even though we are getting started late we would like to open the proposal period for Fall 2000 with a deadline of November 15th and a make awards within a month. The group will post a February 15th deadline for next semester so that funds can be awarded earlier in the Spring semester.

A subcommittee to review the entries will consist of two students and two faculty: Mark Graves, Shannon Kempton, Alice Tersteeg, and Todd Walter.

7. **Election of new Chair** Robbie called for nominations and no one responded. Robbie nominated Rebecca Moorman and her appointment was approved by unanimous decision.

8. **Date of next meeting**   Alice A. will poll members by email for their schedules, and find a time to meet shortly after the November 15th special project proposal deadline.