

**Minutes of the TLTR Meeting April 26, 2002 ELIB 211 10:30-12 noon**

**Members Present:**

Jonathan Anderson	Jamie Atkinson	Michael Ciri	Steve Hamilton
Lisa Hoferkamp	Rebecca Moorman	Alice Tersteeg	Susan Warner

**Members Absent:**

John Attebury	Eve Dillingham	Mark Graves	Shirley Grubb
Jason Ohler	Jeff Quick	Joseph Sears	

**Guests:**

Karen Cummins	Robbie Stell
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1. Call to Order
  2. Additions or Changes to Agenda
  3. Approval of Minutes (3/22/01)
  4. Special Projects - Submission Form
  5. Technology Report
  6. FY03 Infrastructure
  7. FY03 Membership
  8. Schedule Next Meeting
  9. Adjournment
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1. **Call to Order** – Meeting was called to order at 10:40 am by chair, Rebecca Moorman.
2. **Additions or Changes to Agenda** – none.
3. **Minutes approved** – Steve Hamilton moved to accept the minutes, and Joe Sears seconded the motion.
4. **Special Projects** – The Special Projects Committee drafted *Proposal Guidelines* and *Special Project Criteria* to post on the TLTR website. After the group made a few wording changes, Susan moved to accept the guidelines, and Jonathan seconded the motion. Rebecca will post the documents on the web.
5. **Technology Report** – Michael combined all the departmental materials into a combined document, making sure he didn't change any content. Missing from the rough draft are mention of several areas: Career Education (Technical Education Center) and the PEC. The purpose of the report is not to talk about the “wonderful services we provide” but about how the various technologies are put into practice. When the report is complete, we would like to distribute it to the all faculty members on this campus. Case studies are important to read and include. Please look at your sections, and forward any revisions to Michael or Rebecca in the next two weeks; after May 10<sup>th</sup> they'll finish the introduction and final draft. Are we including

Ketchikan and Sitka in the report or not? Since this group is the Juneau TLTR, no, they're out of our scope. While distance students were not canvassed, Jamie will consider adding a paragraph to the student section.

6. **FY03 Infrastructure** – The FY03 Tech Fee budget will be set up again for \$140,000 and 5% will be set aside for Special Projects. Michael, Susan and Rebecca have been working on infrastructure needs. Since our current needs take more than the Tech Fee will generate, Michael is working with Robbie to identify additional funds. There was much discussion on the UA budget process. Is the group willing to OK the idea that \$133,000 will go for infrastructure and the remaining \$7,000 will be available for Special Projects? The group agreed to the concept, and once an infrastructure document is prepared, it will be sent out electronically to all the members.
7. **FY03 Membership** – Rebecca stepped down as chair, and Robbie will appoint a new chair since nobody volunteered. Faculty members are encouraged to throw their hats in the ring. Everyone present expressed a willingness to continue with the group. New student officers have been elected, and Student Government will submit student members' names to Robbie in the fall.
8. **Next meeting** will be **Friday, Sept. 6 10:30-12:00**, in **Library 211**.
9. **Adjourned** 12 noon.