University of Alaska Southeast

TLTR Committee
Meeting Minutes
Friday, October 18, 2002
10:00 am – Noon
Videoconference Room
Egan Library

1. Call to Order. The meeting was called to order at 10:00 am by Chair, Steven Hamilton.

2. Attendance.

Steven Hamilton	Mike Ciri
Barney Norwick	Judy Miller
Joe Sears	Jamie Atkinson
Jennifer Brown	Shirley Grubb
Mary Wagner	Lisa Hoferkamp

Other members not present all notified the chair in advance:

Robbie Stell	Mark Graves
Jonathan Anderson	Alice Tersteeg
Karen Cummins	

Jamie indicated that another student would be appointed to fill the position left vacant by Jeff Quick, who is leaving UAS.

3. Review of Agenda. The agenda was reviewed and approved.

4. Review of Annual Budget. The annual budget approved last spring was reviewed by the committee. Based on documentation provided and input from Mike Ciri, it appears that about $4,000 will be remaining for special projects. This will be verified with Karen Cummins during the week of 10/21.

5. Special Topics. The following topics were discussed with associated action as noted.

a. Special Projects. The group decided to solicit for one round of special projects, given the small amount of money available and the late start of the committee. The advertisement will go out during the next week and the deadline for submissions will be February 15. Action will be taken and purchases made prior to the end of the fiscal year, so that projects can be implemented at the beginning of the fall 2003 semester.

b. E-Portfolios. Mike Ciri gave a brief presentation about the history of e-portfolios, both from a national perspective and at UAS. The current situation is that there seems to be a high demand among faculty, although there is no consensus about what they will look like or how they will be

structured. Barney Norwick let the group know that there is a satellite downlink presentation scheduled for October 24 that is open to all staff. It will also be transmitted to Sitka and Ketchikan for their staff and will be recorded for staff and faculty who want to view it later. It was suggested that TLTR can play a role in the development of e-portfolios by engaging in a discussion that focuses on the reasons for portfolios and how they might apply to e-portfolios in particular and on what the functionality will be. Steve Hamilton and Tom McKenna will serve on a sub-committee, along with anyone else from TLTR that will volunteer to help. This group will explore the issue and report back to the full committee.

   c. Integrating Technology into Distance Student Advising. The group discussed ways in which technology might be integrated into the student advising function. The consensus was that, prior to discussing technology and its role, we should learn more about advising in general. Steve indicated that he would invite Lori Klein (advising supervisor) to address the group as well as Jim Hale from Liberal Arts.   Lisa Hoferkamp, Judy Miller, and Jennifer Brown agreed to work on a sub-committee that would more fully explore this issue.

   d. Notebook Computers. Mike Ciri brought up the issue of notebook computer utilization. These are computers held at Media Services and checked out by students. He suggested that we explore amending the process by allocating a number of notebooks for semester-long check-out and retaining others for short-term check-out. Before deciding on key issues related to this, we need to find out what student preferences are as well as current utilization data. Jamie Atkinson, Mark Graves, Lisa Hoferkamp, and a media representative will work on this issue.

   e. The Role of TLTR in UAS Movement to Web-Based Courses. With more and more courses being put online by UAS, the group recognized a need to explore methods of introducing more consistency across the different courses. There was some discussion that recognized natural differences that will occur due to course content, department, and even faculty preferences. The key will be to find the right mix of consistency and flexibility. The group agreed that a good role for TLTR would be to engage in a discussion of these issues and to examine what is being done in different departments. Barney agreed to do a presentation at the next meeting regarding the process of course development.

6. Use of Technology Report. Mike Ciri indicated that the *Use of Technology Report* that was prepared last spring is now ready for distribution. At his recommendations, the group agreed that bound copies should be provided to UAS Management, Faculty, and statewide officials. A copy should also be posted on the TLTR website as an Adobe Acrobat® document.

   7. **Adjournment.** The next meeting of the TLTR Committee will be Friday, November 15 from 10:30 am until noon. The meeting was adjourned at 11:30 am.

Respectfully Submitted,

Steven Hamilton