

University of Alaska Southeast

TLTR Committee Meeting Minutes - REVISED Friday, April 18, 2003 10:30 am – Noon Library Conference Room

Meeting called to order at 10:35 by Chair Steve Hamilton

1. **Attendees:** Jonathan Anderson, Judy Mitchell, Mike Ciri, Steve Hamilton, Barney Norwick, Alice Tersteeg, Jamie Adkisson, Lisa Hofferkamp, Joe Sears, Jennifer Brown, Jason Ohler, Karen Cummins.
2. **Special Guest:** Tom McKenna, Scott Christianson, Colleen McBrien, Shannon Peach
3. **Introduction** of New Student Body President Kaci Hamilton
4. **Announcements:** Robbie will be here next meeting to go over budget information.
 - Tom McKenna is here today to present some different eportfolios.
 - Steve would like to add Jennifer Brown to the agenda and delay budget discussion until next meeting with Robbie.
 - Jonathan suggested we may want to interact with Faculty Senate so we are not overlapping and combining efforts. Requested to have Janet Dye, Faculty Chair, and Robbie Stell at next TLTR meeting on May 9th.
5. **Introduction** of TLTR members and guests....
6. **Minutes** approved by Judy Mitchell and second by Barney Norwick.
7. **Update with Robbie:** Replacement for Social Sciences since Jonathan moved over to Business. Ginny Mulle is working on it and there would not be a replacement until Fall. Also conveyed to Robbie to have Dave Klein sit on committee and would be extended through Kevin with workload issue. Special Projects concerns and Robbie will talk at length next time about it.
8. **Budget:** what do we look like next year – typical take what you have and add 3%. More details next time.
9. **Academic Lab/Class Room Equipment** was given by Mike Ciri going through handouts of Spring 2003 with rotation and current inventory.
10. **Usability study** Jennifer gave a report on the usability study she is conducting on the library website. She shared the process she has gone through in developing the questions (first defining priority areas for what the website is trying to accomplish, then developing the questions with other faculty input). She then explained how the usability study is being

conducted, individually sitting down with library student employees trying to find answers to the questions posed while she takes notes on where they look to find the information. This report was presented as one method of making changes and improvements to a website in an easy manner. After only sitting down with three students much was revealed in areas needing improvement and the strengths of the library website. This study will continue and hopefully be expanded to staff and faculty users. A collaboration with Judy Mitchell's CIOS Web Design class is a forthcoming possibility.

- 11. Tom McKenna** gave a slide show demonstration to give us an idea on the landscape on what E-Portfolios really look like, showing what is out there and discussed attributes of eportfolios. Students are required to create own web site. Web site visited was <http://asdk12.org/staff> Main emphasis is web log tool <http://pec1.jun.alsaka.edu/uasep/stories> Another sample <http://catalyst.washington.edu> Handouts were given out regarding the sequay system for examples. Comment made regarding when looking at the features we should not let the technology get in the way. No comments on presentation. Did not have solution for outputting to a CD when finished.

Move on to the "Attributes" ranking page and look at. Should be on-going vehicle of publications of students works; suitability for use as ancillary material for resume; ability to show annotations to student work by faculty and student decide to have comments show; print contents to paper if desired; ability to add variety of media not just HTML; use as evaluation tool; show student progress over time; security for student material; provide on-going access and storage after graduation; ease of uploading; ease of legitimate access for potential employers; does University have any responsibility regarding the validity of the material? Mike added 5 other attributes such as cool tools for using HTML tool; multiple standard templates for academic programs, i.e., Math, English, Business; granular security; support academic use as well as non-academic use, such as a club or hobby; will it be tailorable by us or not?

Send attributes to Steve over email or give them to Steve at the close of meeting. Also to discussion on CAUCUS (TLTR Electronic Portfolios) on TLTR web site.

Jason brought up the fact if the web site will disappear after graduation. Do we have policy on that? Join Alumni Association will that extend userid? Missing a semester still a userid? After graduate no account? What good would it be to create a eportfolio and then can't access it? If we license it, we are not allowed to offer it to Alumni. Criteria of Alumni to have access should be at the front of the attributes to make sure we license it.

- 12. Next meeting** will be **May 9th** with Robbie at **10:30** at **Library Conference Room 210**.

Steve Hamilton has agreed to be the Chair of TLTR next year.

Adjourned 12:00 noon

