

University of Alaska Southeast

TLTR Committee

Meeting Minutes

Friday, January 17, 2003

10:00 am – Noon

Novatney Conference Room

1. **Call to Order.** The meeting was called to order at 10:35 am by Chair, Steven Hamilton.
2. **Introduction** of new student representative Ryan Green
3. **Attendance.**

Jamie Adkisson
Lisa Hoferkamp
Ryan Green
Mike Ciri
Jason Ohler

Robbie Stell
Shirley Grubb
Alice Tersteeg
Barney Norwick
Karen Cummins

Judy Mitchell
Steve Hamilton
Jennifer Brown
Joe Sears

GUESTS: Lori Klein

4. **Review of Minutes:** Take absentees off minutes. List only attendees. Approved by Shirley moved to accept minutes and accepted by Lisa. Give update on laptops/ notebooks situation. Moved made and seconded to accepting minutes as written
5. **Change to Agenda:** Move Lori Klein to top of agenda; students planning a conference March 29 was added. Training opportunities shelved until more organized presentation of all that is available; give update on laptops/notebooks.
6. **Budget Status:** Summary sheet only presented. \$144,200 allocated into a pot and not divided into “categories”. Special Projects \$7210 is exactly 5% of projected revenue budget. Balance of \$3000, which is acceptable. Spring and summer fees still coming in – so comfortable with \$144K projection with \$135K already encumbered and go forward with Special Projects. Would like to breaking out projected revenues where it may fall in these categories. Projected labor committed to be submitted to Karen for the rest of the year. Best way to look at categories would be mid-late spring with a “to-do” list for infrastructure for the coming year, probably IT, Library, and Classroom projects. Big difference from last year was more infrastructure needs than revenue total. Able to avoid crisis because of salary savings at end of fiscal year in Media Services so MS infrastructure needs were taken from these savings. Try to meet infrastructure with budget lines that at not tech fee related and tech fee to be used for other needs.
7. **Discussion Items:** Lori Klein introduced. Topic was discussed difficulties in advising distance students and how technology might play a role into making this better. Limited knowledge on distance advising. Lori gave a general explanation as to what happens to new students when they arrive, what criteria they have to be advised by SRC, who advises what disciplines, and basic differences, rules and deadlines; transition between SRC and departmental advising. Usability study with Jennifer and Shirley to be reported next time for students using web site(s). Suggestion to go back to work with faculty and see how program students are being advised, local and distance. Need a web page, one entry point to answer advising questions. Plan to have something available by May for Fall 2003 registration and something more than bare bones. Unuser friendly

and confusing navigation for local and especially distance students. New on-line admission process is being developed because there is no way to tell if some are local or distance. Advisors do not know how to help distance students through the process. NEXT STEPs information very outdated and are being updated. Overall academic advising expectations are not setup for the general advisors, faculty advisors, and students. Easy to forget distance students and they tend to fade away. How to balance students in person as opposed to email or voice mail because they can't be there. Transfer equivalency database at UAA is a big hit; needs to be implemented at UAF and UAS. Resources have been approved to get this going. Degree audit to be available on Banner but it has to be built so anyone, student, faculty to get audits. Another ability of the new Banner would be the ability to check prerequisites. Suggestion to go back to registration that is closes and not open forever. Faculty changing course designation, number, etc. because we have changed curriculum changes so that would be a nightmare for prerequisites. Move to application to university before students enroll process. Question about students who just take classes and have no intention of getting a degree as opposed to taking classes and never officially being admitted. Question how can TLTR offer for the process? Will examine distance ed web site and see what information is on that page regarding advising.

8. **LAPTOPS & NEW CLASSROOM WING UPDATE:** Laptops transferred checkout equipment to Academic (computing) Lab. There are not 8 available at this time. No response back from students as to how long so check out has been changed to one day timeframe. **CLOCKS:** wireless clocks that will talk to the device in the new classroom wing and all clocks synchronized. **SHADES** will be on the windows if there is money for it. **TECHNOLOGY CARTS** will be in every room when all equipment arrives.
9. **SPECIALPROJECTS:** announcement to be placed in Soundings. Would like to send to each of TLTR members to distribute. Feb. 15 and return to Karen. Having 3 people assigned to the committee to review these according to the criteria we established last time. Review all and bring back to TLTR group with recommendations. Procedures and grid criteria are all on TLTR web site. Barney to be on committee as advisory capacity because no one knows really what we have. Wait to see what comes in to form review committee. Applicants will know by April 1 the result.
10. **E-PORTFOLIOS:** Results from Tom and Steve: Business faculty wholeheartedly endorses it in principal but not sure of uses. All say great idea. Tom is talking to English faculty and Jason spoke with Education; they are very interested. Do not want to duplicate or conflict. Tom pointed some problems that had not been considered – authenticity of portfolios as they send off to future employers that come from our university/web site. Security.
11. **NEXT MEETING:** After Special Projects of February 15: February 21 10:30-12 in NB102.
12. **Announcements: BLACKBOARD**—beta test since December Threaded discussions in various classes. Accessing will be sent to the deans to show faculty how to see the test site.

March 29 planning **UAS Leadership Summit 2003.**

Adjourned 12:00 pm

